

LORAIN CITY SCHOOLS

JOB DESCRIPTION

TITLE: Class II Custodian

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each performance responsibility satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- * High School Diploma or GED
- * Prefer knowledge experience in plant/school building operations and maintenance; cleaning methods and procedures; repairs; fire alarm and intrusion systems; heating and ventilation.
- * Knowledge of preventive maintenance: tractors, zero turns and hand lawn equipment; commercial snow plowing equipment; Ability to complete minor diagnostic repairs.
- * Knowledge of commercial electrical and plumbing
- * Knowledge of commercial heating and ventilation systems;
- * Knowledge of fire alarm and intrusion systems;
- * Exhibits a personality that demonstrates interpersonal skills to relate well with students, staff, administrators, parents, and the community
- * Have excellent integrity and demonstrate good moral character and initiative
- * Planning and record keeping skills to maintain custodial schedules, ordering supplies, completing monthly reports
- * Valid Ohio driver's license.
- * Knowledge of maintenance records; preventive and predictive maintenance schedules.
- * Proficient with computer use; i.e. Windows applications, Outlook, Excel
- * Proficient with computer maintenance management systems
- * Ability reading and working from blueprints
- * Knowledge in all areas of work, including national, state, and local codes

REPORTS TO: Operations Manager assigned Administrator.

SUPERVISES: Responsible for supervising and planning the cleaning staffs assigned work details including any other staff or personnel assigned.

JOB GOAL: Extend the shelf life of all the District's buildings and equipment through preventive maintenance; Be efficient stewards of the District's limited resources; Provide a safe clean environment for all staff and students.

PERFORMANCE RESPONSIBILITIES:

I. Critical Duties:

- A. Check operation and repair of building systems (plumbing, electrical, HVAC, etc.) and building furniture and equipment.
- B. Maintain the proper operation and repair of all mechanical and custodial tools and equipment, including routine inspections, cleaning, and maintenance.
- C. Perform all necessary grounds maintenance such as mowing, weeding, shrubbery maintenance, snow and ice removal, salting, and debris and waste removal.
- D. Responsible for keeping office, boiler, mechanical rooms and garages neat clean and organized at all time
- E. Responsible for conducting a monthly roof inspection to ensure clearing of roof drains and inspection for defects in all roof surfaces, and inspection of the operation of all roof top equipment.
- F. Responsible for ensuring and documenting daily opening and operating procedures are completed
- G. Responsible for performing monthly building preventive maintenance checks and services; submitting monthly preventive maintenance forms to supervisor
- H. Responsible for maintaining building, grounds, equipment, etc. in a safe, sanitary and hazard free condition.
- I. Responsible for the supervision of all phases of the duties performed by the cleaning staff, with inspections of the cleaning work performed.
- J. Responsible for receiving, checking and distribution of building deliveries.
- K. Responsible for setting up and taking down of furniture and equipment needed for any school activity or event.
- L. Responsible for maintaining an adequate inventory of cleaning, maintenance and custodial supplies and equipment.
- M. Responsible for maintaining accurate written records and reports. Three years on file, for all building checks and services, and submitting monthly preventative maintenance reports
- N. Be skilled in the care and use of tools and equipment assigned.
- O. Duties may be performed independently or as part of an integrated team.
- P. Perform other duties as may be assigned. It is understood that duties may be assigned not related to custodial work.
- Q. Coordinates with building Principal and or Building Manager to ensure all planned building activities are prepared in accordance with the needs of the event.
- R. Ability to provide reasonable precautions to protect materials, equipment and Facilities.
- S. Completes all required reports timely.

Essential Duties;

- A. Troubleshoot and perform diagnostic repairs as needed
- B. Responsible for maintaining accurate written records and reports
- C. Keep supervisor informed of potential problems or unusual events.
- D. Follow federal and state laws, as well as School Board policies.
- E. Review and submit work orders and ensure proper documentation.
- F. Exhibit interpersonal skills to work as an effective team member.
- G. Ensure that safety practices are followed.
- H. Demonstrate support for the School System and its goals and priorities
- I. Participate successfully in the training programs offered to increase skill and proficiency.
- J. Ability to provide reasonable precautions to protect facilities, materials, and equipment.
- K. Responsible for maintaining and coordinating with cleaners to ensure sufficient shelf stock supplies; orders supplies.
- L. Completes all required maintenance reports in a timely manner
- M. Conduct themselves in a manner which not only reflects credit to the District, but also presents a model worthy of emulation by students. Board Policy GBCB

II. Physical & Environmental Responsibilities:

- A. Required to stoop, kneel, crawl, lift, carry, push, pull, climb, balance, walk, sit and reach.
- B. Ability to operate and use all types of tools and equipment normally used for building and grounds maintenance and repair.
- C. Ability to operate assigned vehicle in all types of climatic conditions.
- D. Ability to maneuver body to shift, brake, and steer assigned vehicle.
- E. Potential exposure and handling of automotive fuels, fluids and lubricants.
- F. Ability to hear accurately, corrected or uncorrected.
- G. Ability to see, corrected or uncorrected
- H. Ability to speak and be understood.
- I. Potential exposure to human blood, bodily fluids, tissue, or other potentially infectious materials.
- J. Ability to perform duties with light to heavy noise.
- K. Potential exposure to unruly students or adults.
- L. Potential exposure to all hazards associated with construction and building maintenance.
- M. Potential exposure to outside weather conditions.

III. OSHA responsibilities:

- A. Knows and uses safe work procedures.
- B. Recognizes job hazards and takes proper precautions to assure personal, fellow employee, and public safety.

- C. Informs supervisor immediately of hazards, unsafe equipment and acts, and recommends solutions to correct deficiencies.
- D. Actively participates in all District sponsored safety programs and training sessions.
- E. Immediately reports accidents, injuries, and near misses to supervisor.
- F. Reports to work in a condition to be able to perform duties safely.
- G. Follows school district's Safety Plan.
- H. Attends all scheduled training sessions

TERMS OF EMPLOYMENT: As determined by negotiated agreement. **Vacancies filled: best qualified; preferred applicants within the Sheet Metal Workers Union**

EVALUATION: Annually by Operations Manager and/or assigned Administrator.

FLSA: Non-exempt

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.