

# **Ogle County Educational Cooperative**

## **District Building and Grounds Maintenance Custodian - Job Description**

**Job Summary:** The District Building and Grounds Maintenance Custodian is responsible for properly maintaining the grounds and facilities of District facilities in a safe and efficient manner. Employee will provide proper maintenance to ensure the exterior and interior environment of facilities are safe, secure, and aesthetically attractive. Employee will perform cleaning duties, as needed and directed, to provide students, employees, and community with a safe, attractive, comfortable, clean, and efficient place in which to learn, play, and grow.

**Reports To:** Director

**Term:** 12 Months, At-Will

**Evaluation:** Performance of this position will be evaluated in accordance with the Board's policy on Evaluation of Non-Certified Personnel.

### **Qualifications:**

- 1) Minimum High School Diploma (Additional education preferred)
- 2) Full-time professional experience in two or more of the following activities: grounds, facilities maintenance, and construction
- 3) Working knowledge of local, state and federal laws related to the operations and maintenance of school facilities
- 4) Valid Driver's License and Evidence of Insurability
- 5) Experience working effectively with architects, construction managers, engineers and contractors in all phases of construction or remodeling projects
- 6) Experience with cost estimation of remodeling and facilities improvement projects
- 7) Experience designing and implementing preventative maintenance programs
- 8) Knowledge of building management systems including HVAC and fire alarm controls

### **Required Knowledge, Skills, and Abilities:**

- 1) Possess effective oral and written communication skills
- 2) Able to comprehend and follow written and verbal instructions
- 3) Able to foster a cooperative work environment
- 4) Able to work with students and adults in a positive manner
- 5) Physically and emotionally able to perform job responsibilities
- 6) Able to attend work regularly and punctually and complete duties in a timely manner
- 7) Of good moral character and possessing temperate, ethical, and industrious habits
- 8) Skilled in the use of office computer equipment, related software applications, and other standard office machines
- 9) Possess effective organizing and coordinating skills
- 10) Able to gather data, compile information, prepare reports and use to improve performance
- 11) Able to work effectively with a wide range of constituencies in a diverse community
- 12) Able to perform multiple concurrent tasks and attend to detail
- 13) Able to set goals and establish methods for achieving these goals
- 14) Skilled in problem solving and resolving issues

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### **Responsibilities:**

- 1) Prompt arrival and full effort throughout the duration of every shift.
- 2) Report suspected child abuse/neglect cases as required by statute and board policy.
- 3) Work cooperatively with other school personnel.
- 4) Meet, as required, with administrators and/or consultants.
- 5) Maintain accurate, complete and correct records and the confidentiality of the same as required by law, Board policy and/or procedures.
- 6) Identify problems and proactively resolve issues.
- 7) Follow through and complete tasks as assigned without need for re-direction from supervisors.
- 8) Model appropriate behavior to create a culture of integrity.
- 9) Clean and maintain OCEC facilities and grounds (i.e. classrooms, offices, gym, multipurpose spaces, kitchen areas, exterior spaces, etc.) for the purpose of maintaining a sanitary, safe, and attractive environment.
- 10) Maintain supplies and equipment (i.e. cleaning solutions, paper products, cleaning equipment, kitchen equipment, grounds keeping equipment, etc.) for the purpose of ensuring appropriate availability of custodial items required to properly maintain facilities.
- 11) Comply with District, local, state, and federal policies, laws, and procedures for the use, storage, and disposal of waste, cleaners, chemicals, and all other products and materials used in performing duties.
- 12) Inspect facilities and perform job-related assessments (i.e. water testing, fire code testing, etc.) for the purpose of ensuring that the interior and exterior spaces are suitable for safe operations, maintained in an attractive and clean condition, identifying necessary repairs to facilities and/or equipment, etc.
- 13) Perform preventative maintenance and minor repairs (i.e. mechanical, electrical, plumbing, carpentry, etc.) for the purpose of maintaining facilities in a safe, attractive, and operational manner.
- 14) Communicate more extensive maintenance and repair needs with administration personnel, and initiate and manage repair processes with designated contractors.
- 15) Take emergency action necessary to respond to urgent situations and inform administration personnel of events as soon as possible.
- 16) Clean, perform preventative maintenance, and initiate service repairs of OCEC vehicles and equipment (i.e. grounds keeping equipment, school vans, etc.).
- 17) Drive and operate district vehicles and equipment in a safe and responsible manner (i.e. grounds keeping equipment, school vans, etc.)

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- 18) Transport and deliver a variety of items (i.e. supplies, mail, packages, equipment, furniture, etc.) for the purpose of distributing materials to the appropriate facilities within the district
- 19) Distribute custodial supplies and equipment for the purpose of disseminating materials to District facilities and staff.
- 20) Monitor students and staff in and around work areas (i.e. halls, multipurpose rooms, gym, restrooms, grounds, etc.) for the purpose of preventing injuries and ensuring site safety. Reports concerns to appropriate administrative personnel.
- 21) Oversee and monitor work related to facilities and grounds performed by community service personnel as directed by administration.
- 22) Provide Preparation and clean-up services as directed by administration in regards to special events and activities held at OCEC facilities and/or grounds.
- 23) Prepare written materials (e.g. supply requisitions, safety inspections, work orders, inventory records, time sheets, etc.) for the purpose of documenting activities and/or communicating administration for further action.
- 24) Participate in meetings, workshops, training, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- 25) Keep current with and assist in maintaining facilities security policies and procedures.
- 26) Consult with administrative personnel for the purpose of planning, prioritizing, and scheduling custodial activities, and achieving site maintenance objectives.
- 27) Keep workspaces, tools, and equipment organized and orderly, and maintained in a working and ready to use state.
- 28) Maintain confidentiality and ethical behavior in all professional matters.
- 29) Perform all responsibilities efficiently, effectively, and with professional courtesy to others.
- 30) Complete all other duties and tasks as directed and assigned by administrative personnel.
- 31) Maintain certification and licensure for Environmental Water Lab Certification through IDPH.
- 32) Maintain accurate record keeping and meet all requirements for building water assessments.
- 33) Abide by all OCEC policies and procedures and legal requirements.

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#### *Physical Demands and Work Environment:*

The physical demands and work environment described below is representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to sit up to 25% of the day; use hands to manipulate, handle, or feel 75-100% of the day; talk and hear 50-75% of the day; reach with hands and arms (often above the shoulder) 75-100% of the day; stand and walk 75-100% of the day; bend, squat, kneel, twist/turn/balance 50-75% of the day. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The noise level in the work environment is usually moderate.

The statements in this job description are intended to describe the general nature and level of the work to be performed by (an) individual(s) assigned to this position. They are not an exhaustive list of all duties and responsibilities related to the position. This job description will be reviewed periodically as duties and responsibilities change with business necessity and Board policy and procedures. Job functions are subject to modification.

Revised 2/20/2025