

## Custodian II

**FLSA Status:** Non-Exempt

Created:

Last Revised: 12/18/15

**DEFINITION:** Under general supervision, performs a variety of custodial and routine maintenance tasks involving the cleaning, maintenance, and repair of facilities, walkways, equipment, and adjoining premises. Performs all duties of CUSTODIAL I plus other related custodial duties as required, up to the duties of Maintenance. During school year, positions may be assigned to early morning, morning, afternoon, evening or night shifts as per site administrator's request.

**RESPONSIBLE TO:** Site Administrator

**TERMS OF EMPLOYMENT:** 12 month

**PAY RATE:** Refer to the Classified personnel Salary Schedule

### **ESSENTIAL FUNCTIONS:**

1. Performs additional minor repairs such as replacing ballasts, plugs, switches, etc; using a snake to fix clogged drains; replaces faucets and repairs other items.
2. Instructs Custodial employees in basic repair procedures as needed.
3. Completes grounds duties as follows:
  - a. Mows, trims, weeds, fertilizes and waters lawns and flower beds
  - b. Sweeps, hoses down and/ or removes snow from walkways, parking lots and driveways
  - c. rakes or vacuums leaves and lawn trimmings
  - d. Does general ground cleaning by gathering trash and debris for hauling away
4. Operates mowers
5. Performs preventative maintenance and minor repairs on small engines
6. Repairs or replaces sprinkler heads and stems
7. Assembles, installs, safety checks and repairs playground equipment
8. Model and maintaining positive communication with others
9. Other duties may include: Repair water lines, repair water coolers, fix roofs, fix heaters, fix swamp coolers, recoat gym floors, build closets, shelves, walls, etc., run wire for electrical, repair parking lots, install/repair electronic locks, replace breakers, fix water heaters, fix windows, change out toilets, repair holes in walls, demolition of buildings or other facilities, hang fixtures for TV's etc., clean and maintain furnace, exterior painting.

### **QUALIFICATIONS FOR EMPLOYMENT:**

*Knowledge of:*

- Equipment, materials, and supplies used in cleaning, disinfecting, and maintaining facilities;
- Safe and proper methods of using/mixing chemicals, solvents, and other potentially hazardous materials;
- District policies, procedures, and practices related to custodial services;
- Cleaning and disinfecting procedures; and
- Appropriate tools or equipment for cleaning specific areas, or for performing routine maintenance tasks.

*Skill to:*

- Follow established procedures; and
- Follow written and oral instructions.
- Basic arithmetic sufficient to perform job duties successfully

*Ability to:*

- Use cleaning equipment and tools properly and safely;
- Use yard maintenance equipment and tools properly and safely;
- Operate small hand and power tools properly and safely;
- Operate electric floor cleaning and maintenance equipment properly and safely;
- Perform snow and trash removal; and
- Communicate courteously with others.

***Required Certifications and Licenses:***

None.

***Experience and Training:***

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

Education level sufficient to have acquired basic math skills, reading and comprehension skills, and ability to understand spoken instructions and to communicate verbally.

***Physical and Mental/Intellectual Requirements:***

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Strength and stamina to stand, walk, and climb stairs and ladders; stamina and flexibility to stoop, squat, bend, kneel, crouch, and crawl; strength, dexterity, and stamina to use hands and arms to reach, grasp, and open containers, and to operate hand and power tools, to operate floor cleaning, polishing, and other equipment; ability to periodically work in confined spaces; frequent moving or lifting of objects weighing up to 100 pounds and occasional moving of objects weighing up to 75 pounds. Climb and work from ladders. Ability to appropriately handle stress and interact with others, including supervisors, co workers, clients, and customers. Regular and consistent punctuality and attendance.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

***Working Conditions:***

Work is performed under the following conditions:

Most of the work is performed indoors, but some outside work is required. Incumbents are exposed to moderately disagreeable working conditions to include dust, dirt, odors, fumes, heat and cold due to outside weather conditions, and to unsanitary conditions such as those found in restrooms.

**Evaluation:** Position (s) will be evaluated on a yearly basis by the site administrator.

**An Affirmative Action/ Equal Opportunity Employer:**

The Lincoln County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment. Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 728-8000

**Employee's Acknowledgment:** I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature: \_\_\_\_\_ Date: \_\_\_\_\_