

job description

BOARD OF EDUCATION
DENVILLE

Position: Maintenance/Custodian

Responsible to: School Business Administrator

Qualifications:

1. Good Attendance Record
2. Black Seal License
3. Expertise and experience in all phases of maintenance including carpentry, plumbing, and repair of equipment.
4. Ability to work cooperatively and efficiently with principals and other staff.
5. Ability to read, write, and communicate effectively in English
6. Knowledge of plant operations and maintenance; cleaning methods and procedures; heating and ventilation; proper handling of hazardous materials.
7. Good physical health and ability to perform assigned tasks.
8. Required criminal history background check and proof of U.S. Citizenship or legal resident alien status.

Terms of Employment: 12 Months

Goal: To provide maintenance repairs; planning and follow through of preventive maintenance activities.

Duties and Responsibilities:

A. Maintenance:

1. Provides assistance and orientation to new custodial staff.
2. Maintains boilers and equipment in efficient operating condition.
3. Performs minor carpentry projects and make minor repairs.
4. Assists with district grounds maintenance (i.e., cutting, re-seeding grass, grading, lining the fields).
5. Assists with snow removal responsibilities; provide recommendations to superintendent on delayed openings/closings in absence of maintenance specialist.
6. Recommends purchase of materials and supplies for custodial and maintenance areas.

7. Answers calls from police and respond to after hours building emergencies as requested.
8. Maintains all relevant records in good order.
9. Performs other tasks as requested by supervisor.

B. Custodian:

1. Opens/closes the building each day. Determines, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
2. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
3. Operates heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity.
4. Checks daily to ensure that all exit doors are open and all panic bolts are working properly during the hours of building occupancy.
5. Displays the U.S. flag during school hours on days when school is in session.
6. Cleans and dusts classrooms, offices, library, and faculty room daily; empties waste baskets in these areas.
7. Cleans corridors after each school day and during the day when their condition requires.
8. Cleans and sanitizes bathroom fixtures and floors daily and replenishes paper and soap supplies as needed.
9. Cleans and sanitizes all drinking fountains daily.
10. Cleans cafeteria dining areas after use.
11. Shovels, plows, salts, and/or sweeps sidewalks, steps, driveways, and parking areas as necessary.
12. Obeys all fire/safety and environmental laws and regulations relating to the plant operation.
13. Keeps the grounds free from rubbish and debris.
14. Cleans chalkboards daily.

15. Moves furniture or equipment within the building as required for various activities and as directed by the head custodian or principal.
16. Complies with all laws and procedures for the storage and disposal of trash, waste, and debris.
17. Conducts an ongoing program of general maintenance, upkeep and repair, making minor repairs and reporting major repair needs promptly to the Principal.
18. Cleans all windows on both the inside and outside as scheduled.
19. Keeps all floors in a clean and attractive condition and in a good state of preservation.
20. Performs grounds keeping chores including grass cutting, tree trimming, leaf raking, and removal of litter to maintain the grounds in a safe and attractive condition.
21. Receives, checks in, if required, and stores all school supplies.
22. Maintains an inventory and recommends purchase of supplies, tools, and equipment.
23. Completes custodial reports, building condition reports, and other records as required.
24. Performs/assists in all related duties as assigned by Business Administrator and/or Maintenance Specialist.

Adopted: **June 1, 2009**