

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

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PURPOSE

To improve student achievement by coordinating work of other employees as a middle school lead worker or high school day shift lead worker; and to perform routine custodial, repair and maintenance work on buildings, grounds, and equipment.

CLASS CHARACTERISTICS

This is the advanced journey level class in the Custodian series. Positions in this class perform the most complex duties in the class series. The work is distinguished from the Custodian 2 class by the responsibility for monitoring the activities of a medium size physical plant of moderate complexity. This class may serve as a lead worker at a middle school or as a day lead custodian at a traditional high school.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor, and technical and functional supervision from a higher-level custodian. Methods of performing tasks are usually left to the judgment of the employee with a supervisor giving occasional instructions, advice, and decisions. Work is reviewed occasionally while in progress and upon completion.

Exercises technical supervision over assigned custodial personnel.

ESSENTIAL FUNCTIONS OF THE JOB - May include, but are not limited to, the following:

Operating the heating and ventilation system and related mechanical equipment; performing service and maintenance and trouble shooting problems.

Maintaining operating records and logs on air conditioning and heating equipment.

Performing cleaning tasks and providing assistance and training to assigned personnel regarding cleaning methods and procedures.

Planning and coordinating the floor and carpet cleaning activities for a large building; ordering supplies and equipment; performing related work as necessary.

Preparing work schedules and seeing that work is done in accordance with instructions.

Reading and responding to email communications.

Maintaining written and oral communication with staff

Reporting needed repair work to proper authorities.

Ordering parts for equipment repair.

Performing minor repairs and adjustments to building fixtures and equipment.

May include performing complex repairs on machinery and equipment.

May be called upon to sub for various custodial areas.

Leading the Central Crew.

May be called upon to teach other custodial staff.

Requisitioning custodial supplies and equipment; maintaining records as necessary.

Meeting with building staff to adjust work schedules as needed and to arrange for evening activities and special event set-ups.

Inspecting buildings for fire, sanitary, and safety hazards; prepares reports.

Directing visitors and answers questions about the facilities; safeguarding school property.

Performing routine grounds keeping duties.

Maintaining regular and consistent attendance and punctuality.

Performing related duties consistent with job description and assignment.

MINIMUM QUALIFICATIONS

Knowledge of:

Operation of a heating plant and/or air conditioning equipment.

Principles of work coordination and review.

Methods, materials, equipment, and tools used in building and grounds maintenance work.

Requirements for maintaining building and grounds in a safe, clean, and orderly condition.

Modern cleaning methods and the use and care of cleaning materials and equipment.

Applicable safety rules, practices, and procedures.

Ability to:

Assist in evaluating the performance of other employees.

Perform or learn to perform required heating plant and air conditioning work.

Lay out work and to estimate time, tools, and materials needed.

Instruct and train others in custodial work.

Perform heavy physical labor.

Maintain records and make reports as required.

Establish and maintain effective working relationships with those contacted in the course of work.

Read and respond to email communications.

Communicate clearly and concisely, both orally and in writing.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is appropriate. A representative way to obtain the required knowledge and abilities would be:

Experience:

Three years of responsible custodial experience, including some lead worker experience.

Training:

Equivalent to the completion of the twelfth grade.

Must possess a valid Oregon Driver's License

Work Environment:

This work is done in a school or district building environment, and may include solvent or cleaning smells, and human body waste clean up. On feet all day, with bending, lifting, standing, twisting, walking, kneeling, and climbing ladders. Must be able to lift up to 100 lb loads on occasion, and 50 lb loads repeatedly throughout the day. Safety equipment is available to be used.

PHYSICAL REQUIREMENTS

Light Repetitive Work:

Floor level: occasionally; scraping gum, pulling staples

Knee level: occasionally; cleaning desks

Waist level: continuously cleaning desks, vacuuming

Shoulder level: frequently; cleaning shelves, gathering supplies

Overhead level: frequently, changing light bulbs, dusting, washing windows

Bending: frequently; toilet bowls, tables

Twisting: frequently, mopping, vacuuming, operating floor machine, waxing floors, shampooing carpet.

Squatting: picking up items from the floor

Kneeling/crawling: awkward positions, i.e. cleaning the base of desks, pulling staples out of carpet.

Garbage Cans: lifted up and dumped into dumpsters

33 gallons: 24 pounds

40 gallons: 40 pounds

33 gallons from kitchen: 68 pounds

40 gallons from kitchen: 80 pounds

Empty round: 7 pounds

Empty square: 20 pounds

Average dumpster height: 54 inches

Vertical lift: ranges from approximately 24 inches to 80 inches

Frequency of lifts 3-4 per shift

Floor scrubber: 110 pounds (2 person lift)

Multi-purpose vacuum: 47 pounds, carried up the stairs

Wet/dry vacuum: 100 pounds pulled up the stairs, dry; 130 pounds, wet (not pulled up the stairs)

Mop and bucket (dry): 25 pounds carried up the stairs.

Desk: 40 pounds, 29 inches to 43 inches vertical lift.

5 gallon bucket of wax: One bucket: 21 inches to 29 inches vertical lift. Two buckets: 90 pounds, carried up stairs; one in each hand. Three buckets: 135 pounds pulled up stairs on a hand-truck.

Can Liners: 23 pounds, lifted onto shelf 71 inches high

Case of Toilet Paper: 48 pounds, lifted onto shelf 71 inches high.

Case of Paper towels: 39 pounds, lifted onto shelf 71 inches high.

Push (static): 80 pounds of forces at waist level. Assessing the strength of three custodians who performed the following capacities derived at this figure: 78 pounds, 80 pounds, and 82 pounds. It was decided by those

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present during the job analysis that the middle amount would be used as criteria for pre-placement screens.

Pull (static): 110 pounds of force at waist level. Assessing the strength of three custodians who performed the following capacities derived at this figure: 90 pounds, 110 pounds, and 140 pounds. It was decided by those present during the job analysis that the middle amount would be used as criteria for pre-placement screens.

Salem-Keizer School District is an equal opportunity employer.

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I am willing and able to perform the duties of this job:

Signature: _____ Date: _____

Print Name : _____