

## SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

7/09	<b>CUSTODIAN 4</b>	2.9.4
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### **PURPOSE**

To improve student achievement by performing a variety of custodial work and lead worker duties necessary for planning, organizing and coordinating the cleaning and minor maintenance of buildings and grounds at a high school.

### **CLASS CHARACTERISTICS**

This is the evening lead level of the Custodian series. Positions in this class perform the most complex duties in the series and may provide evening lead supervision over a large high school physical plant of significant complexity.

### **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:**

Receiving requests for services and repairs; assigning duties to designated personnel; meeting with building staff to adjust work schedules as needed and to arrange special event set-ups.

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

Operating heating and ventilation system and related mechanical equipment; troubleshooting problems; servicing and maintaining equipment.

Responding to questions and concerns from the public; referring questions as necessary.

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

Inspecting completed work to assure that work is done in accordance with instructions.

Inspecting buildings and grounds to determine maintenance and custodial needs; inspecting buildings for fire, sanitary, and safety hazards; making corrections or reporting deficiencies.

Conferring with administrative officials regarding current and future custodial and groundskeeping activities.

Performing minor maintenance work on school buildings using plumbing, carpentry, and electrical tools.

Ordering, receiving, storing, issuing, and accounting for necessary supplies and equipment.

Assisting in preparing playing fields and sport facilities.

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 and related computer programs.

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

Principles of work coordination and review.

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

Custodial methods for the cleaning and preserving of floors, walls, and fixtures.

Applicable safety rules, practices and procedures.

#### **Ability to:**

Perform required heating plant and air conditioning work.

Assist in evaluating the performance of other employees.

Instruct and train others in custodial work.

Maintain records and make reports as required.

Use tools and equipment necessary for the performance of semi-skilled building maintenance tasks.

Perform heavy physical labor.

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

Communicate clearly and concisely, both orally and in writing.

Read and respond to email communications.

Maintain written and oral communication with staff

**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:**

Four years of responsible custodial experience and some heating or air conditioning maintenance 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. This figure was derived at by assessing the strength of three custodians who performed the following capacities: 78 pounds, 80 pounds, and 82 pounds. It was decided by those 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. This figure was derived at by assessing the strength of three custodians who performed the following capacities: 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.

Position: Custodian 4

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

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name : \_\_\_\_\_