

Position Title Custodial Engineer

Band/Grade B-2-1-4

Immediate Supervisor Custodial Manager

Job Summary (Basic Purpose of Position)

Theresa A. Inghatt
 Supervisor

Paul J. [Signature]
 Employee

To ensure cleanliness, safety and security of building and mechanical operations. To maintain a pleasant environment for faculty, staff, students and the public.

*Note: The signature of the supervisor and employee indicates they have read this job description and agree with its contents

REGULAR ROUTINE DUTIES List of Things to Accomplish in Major Job Function	BAND/ GRADE	% OF TIME D,W, M,A,Q	WC	NECESSARY SKILLS KNOWLEDGE, ABILITIES What you Have to Know to Accomplish Duty or Function	PERFORMANCE STANDARDS How Will you Know the Job is Done?
**Note: Remember to list each major job function prior to listing of routines, duties, skills and performance standards.					
1. Performs routine cleaning tasks a. Cleans and disinfect restrooms b. Thorough cleaning of classrooms and offices using standard cleaning procedures c. Corridor/entryway cleaning procedures d. Gymnasium cleaning e. Clean and disinfect lockerrooms f. Vacuuming g. Set up/clean up activities for athletic programs, special events as requested by school principal or custodial manager h. Relamp light fixtures, replace covers, ballasts i. Adjust hours to comply with scheduled events j. Snow removal; outside entry/grounds work k. Perform other custodial maintenance items as directed or needed.	Al Al Al Al Al Al Al Al Al Al Al	D D D D D D D D D D D D		1. Knowledge of; a. Applicable district policies b. Proper use of cleaning chemicals c. School facilities d. Limited plumbing, electrical and heating theory e. Various floor problems f. Proper floor finishes g. Cleaning chemicals h. Paint techniques i. Boiler theory j. Required licensure k. Building and building mechanical equipment 2. Ability to: a. Cooperate with staff b. Analyze cleaning problems c. Operate various cleaning machines d. Operate and use small tools, ladders and power equipment.	Evidence will indicated that: 1. Routine cleaning tasks are being completed a. Restrooms were cleaned and disinfected daily. Paper and soap dispensers filled. b. Classrooms and offices were clean, desks straightened, maintenance problems reported. c. Corridors, entryways are clean. Entry glass free from spots, graffitti removed d. Floor is swept daily, tape and marks removed e. Lockerrooms were clean, supplies restocked f. Carpets and entry mats were vacuumed. g. Activities are set up as requested by the school principal or custodial manager and cleaned up in time to allow routine school activities to continue. h. Light fixtures are in good working order.

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<p>1. Leave notice of observed irregularities</p> <p>m. Contributes constructive information to substitute custodians</p> <p>2. Performs routine maintenance tasks</p> <p>a. Operate and maintain boilers and external equipment</p> <p>b. Lubricate and maintain electric motors, etc.</p> <p>c. Perform minor repairs on boilers and equipment</p> <p>d. Check all safety equipment on boilers daily</p> <p>e. Perform other engineer related duties as directed by supervisor or Chief Engineer</p>	B2	D		<p>2. Ability to: (continued)</p> <p>e. Relate to others</p> <p>f. Take appropriate action when necessary</p> <p>g. Keep required records</p> <p>h. Promote good public relations between the custodial department and administration, students and the public</p> <p>3. Skills of:</p> <p>a. Operate cleaning equipment</p> <p>b. Painting</p> <p>c. Lawn care</p> <p>d. Operation of lawn mowers and equipment</p> <p>e. Operating mechanical equipment</p> <p>f. Use of tools and power equipment</p>	<p>i. Hours are adjusted to meet the needs of the District</p> <p>j. Snow is removed from entryways in the morning before school begins, trash is picked up from grounds, grass is mowed where scheduled</p> <p>k. Evidence exists that other custodial/maintenance items are taken care of in a timely manner.</p> <p>1. Work orders are turned in on custodial/maintenance items beyond employees capabilities</p> <p>2. Evidence exists that routine maintenance tasks are being performed</p> <p>a. Boilers were operated and maintained in proper manner</p> <p>b. Building was heated in uniform and efficient manner</p> <p>c. Equipment was maintained in proper manner</p> <p>d. Preventive maintenance records kept up to date.</p> <p>e. Safety equipment was checked daily</p> <p>f. Other duties performed when assigned</p>
<p>3. Perform summer cleaning maintenance duties</p> <p>a. Refinish all hard surface floors, shampoo carpeted areas</p> <p>b. Classrooms, offices, restrooms and corridor areas thoroughly cleaned.</p> <p>c. Assist with moving furniture, supplies between buildings, classrooms</p> <p>d. Paint lockers, walls, ceilings, playground equipment, parking lines where needed and as time allows</p>	A1	A			<p>3. Summer cleaning and maintenance is completed before the beginning of the school year</p> <p>a. All hard wood floors were refinished, carpets shampooed</p> <p>b. Walls, lights, windows and furniture cleaned in each area.</p>

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<p>4. Complies with District and Departmental policies</p> <ul style="list-style-type: none"> a. Attends mandatory training sessions b. Follows chain command in organization c. Required paperwork completed on time d. Uses safe procedures and practices 		D			<ul style="list-style-type: none"> c. Employee willingly assists with moving activities d. Painting is completed in those areas assigned <p>4. Evidence exists that District and departmental procedures are complied with</p> <ul style="list-style-type: none"> a. Training sessions are attended b. Chain of command is followed c. Paperwork is completed by due date d. Safety procedures and practices are observed