

Eagle Butte Public School District 20-1

JOB DESCRIPTION

JOB TITLE: Custodian/Maintenance

REQUIREMENTS:

- A. Education Level: High School Diploma or General Education Diploma (GED)
- B. Experience Desired: At least one year of work experience in a position requiring interpersonal interaction skills, or be open to receive training as required by the position.
- C. Physical Requirements: Good physical health including ability to lift 75 pounds, climb to high and difficult places and work at those places. Constant hand-eye and mind-eye coordination, standing and walking. Repetitive motion with wrists hands and fingers. Frequent bending, carrying, hearing, lifting and stooping. Occasional climbing and crawling.
- D. Other Requirements: Ability to work unsupervised. Good attendance. Ability to communicate and follow written and oral communication. Ability to demonstrate recognition of equipment malfunction. Demonstrated positive attitude towards people with whom one works, ability to work cooperatively and willingness to accept instructions and training.
- E. Working Conditions: Occasionally subjected to mechanical and electrical hazards, extreme temperatures and humidity. Atmospheric conditions occasionally include dust. Caution necessary to avoid harm from misuse of chemicals.

REPORTS TO: Facilities & Maintenance Manager

RECEIVED GUIDANCE FROM: Facilities & Maintenance Manager, Building Principal, Assistant Principal, Business Manager, and Superintendent

ESSENTIAL FUNCTIONS:

- To assist, support, and work closely with teachers, administrators, and other team members in providing a quality environment for the education program to continuously improve student achievement.

EVALUATED DUTIES:

1. Job Knowledge & Performance

- Demonstrates working knowledge in area of responsibility
- Demonstrates an understanding and knowledge of resources, equipment, materials, and methods
- Complies with established work rules, district policies, and regulations
- Completes work assignments in a timely fashion
- Displays awareness of safety and security factors

March 3, 2021

- Exhibits the ability to be self-sufficient
- Complies with directives given by supervision
- Meets work standards

2. Professional Responsibilities

- Shows initiative in addressing needs.
- Managing routines and procedures
- Problem solving skills
- Communication and interactive skills
- Time management
- Organizing physical space
- Professionalism
- Attendance and tardiness

3. Follow District and building policies and procedures

4. *Maintains confidentiality at all times.*

JOB SPECIFIC PROFESSIONAL RESPONSIBILITIES:

- Sweeps, dusts, arranges furniture, empties trash and pencil sharpeners, cleans frequently touched surfaces, and sets up for activities.
- Washes walls, woodwork and windows, and cleans and polishes metal surfaces. Cleans and maintains hard and soft surface floors.
- Wet mops and spot cleans hard and soft surface floors.
- Cleans, sanitizes and deodorizes restrooms and locker rooms.
- Performs minor repair maintenance. Operates heating, A/C, ventilation, electrical and mechanical systems. Observes and reports needed repair of equipment, furnishings, fixtures, building and site.
- Assists in the maintenance of lawns, landscaping, concrete and blacktop surfaces and playgrounds, including pedestrian walkways snow and ice removal.
- Assists with set ups and tears down for school activities.
- Operates security systems and secures building at the conclusion of shift.
- Works a revised schedule and substitutes for other custodial staff when necessary.
- Shares responsibility for holiday, extended day and weekend activities with other custodial staff.
- Performs other duties as assigned by supervisors.
- Communicates consistently and positively with staff, students, and families.