

## **JOB DESCRIPTION**

**JOB TITLE:** Maintenance--Custodial Generalist  
**DEPARTMENT:** Facilities **FLSA STATUS:** Non-Exempt  
**REPORTS TO:** Custodial Supervisor, Facilities Director and Assistant  
Headmaster for Business Services



**SUMMARY:** Provide maintenance, custodial and grounds support as directed by the Custodial Supervisor and Facilities Director. Provide routine custodial functions and assist with preventive and predictive maintenance tasks/repairs for most building components, fixtures, furnishings, equipment, and grounds.

### **Major Responsibilities/Activities:**

- Conduct routine custodial functions.
  - Disinfect and sanitize all classrooms and touch points on campus
  - Vacuum, sweep and mop floor surfaces as needed.
  - Empty rubbish.
  - Check furniture and remove marks and writing. Remove marks on walls.
  - Clean all corners (rooms, corridors, etc.). Wash glass in and around doors.
- Conduct routine and preventative maintenance.
  - Check light fixtures for burnt out bulbs.
  - Assist maintenance team with renovation projects.
  - Small interior & exterior painting projects.
  - Some demolition and construction work as needed.
- Conduct routine grounds maintenance.
  - Winter- Shoveling snow from walks, roofs and occasional plowing at start or end of shift.
  - Other seasons- Sweeping walkways, raking, and maintenance of lawn, garden, and athletic fields.

### **Other Duties and Responsibilities:**

- Assist custodial team with building and/or campus-wide cleaning projects.
- Outdoor projects including concrete work, fencing, landscaping, etc.
- Record and report defects or deficiencies to the appropriate personnel/supervisor.
- Complete repairs in a timely, efficient manner. Communicate progress with Facilities Director daily.
- Operate within all applicable worksite safety specifications, adhere to State codes and regulations, and follow job specifications and procedures.
- Must be able to communicate effectively and professionally to correctly diagnose problems, relay information, and carry out instructions.
- Attend technical training courses as required and apply new knowledge to the job.
- On occasion, will be asked to supervise the night shift for special projects or take the lead on projects as directed by the Custodial Supervisor and/or Facilities Director.

**Essential Physical Functions:** Lifting and moving requirements include the following examples:

- Furniture: chairs, couches, 8' tables, desks
- Salt bags (80 pounds)
- Bags and boxes of mail (70 pounds)
- Deliveries from freight companies

- Shoveling snow
- Other items as required with weights up to 80 pounds
- Some movements may be repetitive

**Minimum Requirements:**

- Proficient in all skills necessary to support facilities requirements. Computer proficiency is desirable.
- Comply with any applicable standards, policies, and procedures, including safety procedures, state standards, and Academy policies and practices.
- Must be able to work independently or as a team to accomplish a given task.
- Willing to accept off-hour calls and overtime.
- The ability to work on ladders, rooftops, staging, lifts, and in tight locations. Must be able to tolerate work in high places and confined spaces.
- The ability to drive any Academy equipment as needed, maintain a clean driving record, and hold a valid driver's license is required.
- Must be able to tolerate reasonable variations in outside temperature and weather conditions.
- Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, balancing, walking, stooping, and handling materials.

***The Academy administration reserves the right to assign or reassign duties and responsibilities for this job at any time.***

**Education and Experience:** A High School Diploma or its equivalent required; five-to-six years related on-the-job experience and/or informal training with experienced workers preferred. Training in a vocational school or an associate degree is a plus.

**Essential Physical Functions:** Lifting and moving requirements include the ability to move equipment and materials that are common to this trade, as well as other items as required with weights up to 80 pounds. Some movements may be repetitious.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Dexterity of hands and fingers to operate a variety of custodial equipment.
- Standing and walking for extended periods of time.
- Seasonal shoveling, racking, mowing and/or weed whacking.
- Clarity of vision at varying distances to perform custodial duties.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Lifting, carrying, pushing, and pulling objects(s) weighing up to 80 pounds.
- Occasional bending, kneeling, and crouching.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders and working from heights, as necessary.

Lifting and moving requirements include the following examples.

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**Required Post-Offer/Pre-employment Physical Screening:** To assure the well-being of employees in custodial positions, we require and cover the cost of pre-employment screening. The essential functions of this job, as stated above, require manual lifting and pushing and pulling that requires strength. Our job offer is contingent upon the prospective employee completing the pre-employment fitness screening. Failure to successfully complete all phases of pre-employment testing may result in a withdrawal of the conditional offer of employment.

**Working Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Indoor/outdoor environment subject to changing temperatures exceeding 90° or -25° Fahrenheit
- Regular exposure to fumes, dust, odors, and loud noises
- Exposure to cleaning agents and chemicals such as disinfectants, graffiti remover, floor stripper, floor wax, paint or paint thinner, propane.
- Direct contact with student body, faculty, and staff, and public.
- May have some work on ladders at varying heights.

**Hazards:**

- Working with chemicals, tools, and powered machinery.
- Possible contact with blood borne pathogens and/or bodily fluids.

**BACKGROUND CHECK AND FINGERPRINTING:**

The Academy conducts criminal and motor vehicle record checks on all candidates. We reserve the right to investigate fully any criminal or motor vehicle offense prior to consideration for employment. Job offer is contingent upon satisfactory maintenance or completion of our background and Child Abuse Registry reporting, and acceptance of our Sexual Harassment Policy.

**OTHER INFORMATION:**

Custodians must wear dark green work clothes. An annual allowance of \$300.00 to offset the expense is provided.

A Commercial Driver's License B (CDL-B) is a plus.