

# KLAMATH COUNTY SCHOOL DISTRICT

## JOB DESCRIPTION

<b>TITLE:</b>	<b>Head Custodian/General Maintenance- Gilchrist</b>		
<b>REQUIREMENTS:</b>	Approved for employment through an Oregon School based fingerprint screening.	<b>REPORTS TO:</b>	Maintenance Supervisor and/or Building Administrator
<b>EDUCATION:</b>	High School Diploma or GED Equivalent	<b>FLSA Status:</b>	Non-Exempt
<b>LENGTH OF WORK YEAR:</b>	260 Days per School Year		
<b>EVALUATION:</b>	Performance of this job will be evaluated annually in accordance with Klamath County School District policies.		
<b>GENERAL JOB DESCRIPTION:</b>	<p>Responsible for building service functions for schools; instructs building custodial staff in prescribed cleaning methods and equipment operation, and maintains continuous review of buildings facilities, grounds and equipment operations. Responsibility for overseeing and approving building service supply and equipment expenditures. The employee consults with school principal and/or designee with regard to building functions and operations.</p> <p>This position requires knowledge to include commitment to students, knowledge of job requirements, professionalism, interpersonal skills, communication, organization, and problem solving.</p> <p>Employee duties include performing requirements and operations as applied to school building; thorough knowledge of building service methods, materials and practices, and the proper use of equipment and supplies. Ability to evaluate building service activities to make sound and applicable recommendations for safe, efficient, economic, and sanitary operations of school facility; ability to set up training programs, assist with supervision and instruct personnel in the cleaning and operation of job related equipment. Physical ability to adhere to OSHA and district safety regulations. Work within the district's communicable disease control plan (blood borne pathogens) and be aware of the existence and potential exposure to hazardous chemicals as identified on the MSDS sheets. Responsibilities include student safety and security. This position is considered a safety sensitive position.</p>		

**ESSENTIAL JOB RESPONSIBILITIES (Not Necessarily Limited To)**

1. Keep buildings and premises including sidewalks, driveways and play areas neat and clean at all times
2. Shovel, plow and/or sand sidewalks, driveways, parking areas and steps as appropriate
3. Assume responsibility for scrubbing floors, hose down and disinfect daily and for having all sanitary fixtures and drinking fountains cleaned daily.
4. Wash windows on both the inside and outside at least twice each year and more frequently as necessary.
5. Performs yard keeping chores such as grass cutting, tree trimming of trees and shrubs no higher than 10 feet, and the like as necessary to maintain the school grounds in a safe and attractive condition. Use equipment in building as needed (burnisher, mowers, etc.).
6. Maintain records of service to mechanical equipment and provide such service as appropriate.
7. Perform daily safety check of building exit to insure panic devices and lights are functioning properly.
8. Assume responsibility for building security, check all areas for vandalism daily and report any damage to the building principal.
9. Conduct periodic visual inspections of electrical switches, outlets and fixtures.
10. Perform monthly visual check of building fire safety equipment and security of buildings.
11. Check building on assigned week-ends to assure operation of heating equipment and security of building.
12. Keep inventory of supplies, equipment and fuel on hand and requisition of needed replacements from principal far enough in advance so that they can be delivered.
13. Move furniture, equipment and supplies within buildings are required for various activities and as directed by the principal.
14. Complies with local laws and procedures for the storage and disposal of trash, rubbish, waste and chemicals.

15. Perform on-going general maintenance and minor remodeling and renovation work and promptly report major problems to the building principal and supervisor.
16. Performs emergency repair and cleaning services as necessary. Participate in necessary painting.
17. Assists in development of the building budget for cleaning and maintenance supplies and equipment.
18. Coordinates the work of other building custodians under the supervision of the building principal and maintenance supervisor. Maintain records in regards to personnel, equipment and buildings under their immediate supervision.
19. Sweeps, mops and/or dusts assigned areas as assigned.
20. Assists in the cleaning and maintenance of all boilers and other major equipment as assigned.
21. Make building repairs as assigned.
22. Perform repairs to plumbing and fixtures as needed or assigned.
23. Replace broken windows as assigned.
24. Assume duties of absent custodians, as needed or assigned.
25. Must possess or able to acquire CDL driver's license within 90 days of hire. Willing to drive school bus as substitute driver as needed.
26. Experienced and able to operate equipment, tractor, snowplow and single axle dump truck.
27. Operating and repairing landscape and in-ground sprinkler systems.
28. HVAC maintenance, filter replacement, lubricating motors and bearings and belt replacement.
29. Skilled in carpentry and all types of roof repair
30. Regular attendance is an essential function of this position.
31. Additional duties as assigned by principal or administrator.

**PHYSICAL REQUIREMENTS (Mark appropriate box)**

LIFTING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					√
11-20 lbs.				√	
21-50 lbs.				X	
51-75 lbs.			X		
76-100 lbs.	X				
> 100 lbs.	√				
Maximum amount lifted by worker without assistance: 75 lbs.					
If required, lifts over __75__ lbs. are performed with two or more people or lift devices.					

CARRYING					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					√
11-20 lbs.				X	
21-50 lbs.				X	
51-75 lbs.				X	
76-100 lbs.			X		
> 100 lbs.			X		
Maximum amount carried by worker without assistance: 75 lbs					
If required, carrying over __75__ lbs. are performed with two or more people or lift devices.					

PUSHING/PULLING FORCE TO BE EXERTED					
Pounds	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
1-10 lbs.					X
11-20 lbs.				√	
21-50 lbs.				√	
51-75 lbs.			X		
76-100 lbs.			X		
> 100 lbs.			X		

Maximum weight of object pushed/pulled by worker: 100 lbs.
Distance: <u>30</u> feet Type of Surface: (i.e. level, carpet, tile): <u>level, non carpet</u>

ENVIRONMENT (WORK CONDITIONS)*	
Works Inside <u>50</u> % of the time / Works Outside <u>50</u> % of the time.	
Temperature Extremes: Yes	
Works on or around moving machinery or mechanical parts: Yes	

\*Varies by location and season of the year.

OTHER PHYSICAL DEMANDS					
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%
Bend/Stoop					√
Twist				√	
Crouch/Squat				√	
Kneel				X	
Crawl				X	
Walk-Level Surface					√
Walk-Uneven Surface				√	
Climb Steps				X	
Climb Ladder				X	
Work at Heights				X	
Reach at or Above Shoulder				√	
Reach Below Shoulder				√	
Use of Arms					√
Use of Wrists					√
Use of Hands					√
Grasping/Squeezing					√
Operate Foot Controls			√		

ENDURANCE							
Activity	Never	Seldom 1-5%	Occasionally 6-33%	Frequently 34-66%	Continuously 67-100%	Total Hours At One Time	Total Hours In A Work Day
Sitting				X			
Standing					√		
Walking				X			
Change Positions					√		

**NOTE:** This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

I have read and understand this job description and attest to my ability to perform the essential functions of the position:

\_\_\_\_\_  
 Print Employee Name Employee Signature Date  
**Employer Representative (Immediate Supervisor):**

\_\_\_\_\_  
 Print Name Title Signature Date

Prepared by: Director of Human Resources

In the event of an on the job injury:

*For physician to complete:*

Is this job appropriate?  Yes  No Date of Release: \_\_\_\_\_

If not released to regular work at this time, please provide an "ANTICIPATED" DATE:

Physician's Signature \_\_\_\_\_ Date \_\_\_\_\_