KLAMATH COUNTY SCHOOL DISTRICT JOB DESCRIPTION

TITLE:	Head Custodian		
REQUIREMENTS:	Approved for employment through an Oregon School based fingerprint screening.	REPORTS TO:	Maintenance Supervisor and/or Building Administrator
EDUCATION:	High School Diploma or GED Equivalent	FLSA Status:	Non-Exempt
LENGTH OF WORK YEAR:	260 days/year		
EVALUATION:	Performance of this job will be evaluated annual	lly in accordance	with Klamath County School District policies.
GENERAL JOB DESCRIPTION:	Responsible for building service functions for schemethods and equipment operation, and maintain equipment operations. Responsibility for overse expenditures. The employee consults with school and operations. This position requires knowledge to include comprofessionalism, interpersonal skills, communicate Employee duties include performing requirement knowledge of building service methods, material supplies. Ability to evaluate building service active fficient, economic, and sanitary operations of supervision and instruct personnel in the cleaning adhere to OSHA and district safety regulations. (blood borne pathogens) and be aware of the exidentified on the MSDS sheets. Responsibilities a safety sensitive position.	ns continuous re eing and approvi of principal and/or mitment to studition, organization its and operation ls and practices, wities to make so chool facility; abing and operation work within the distence and pote	view of buildings facilities, grounds and ng building service supply and equipment or designee with regard to building functions ents, knowledge of job requirements, n, and problem solving. It is as applied to school building; thorough and the proper use of equipment and und and applicable recommendations for safe, lity to set up training programs, assist with of job related equipment. Physical ability to district's communicable disease control plan ntial exposure to hazardous chemicals as

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 including HVAC filter changes 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 minor building repairs as assigned.
- 22. Perform minor repairs to plumbing and electrical fixtures as needed or assigned.
- 23. Replace broken windows as assigned.
- 24. Assume duties of absent custodians, as needed or assigned.
- 25. Regular attendance is an essential function of this position.
- 26. 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.			√		
51-75 lbs.		√			
76-100 lbs.	√				
> 100 lbs.	√				
Maximum an	nount lifted by v	worker without	assistance: 75 lbs.		
If required, li	fts over75	_lbs. are perforr	med with two or mor	re people or lift d	evices.

Pounds	Never	Seldom	Occasionally	Frequently	Continuously
i ounus	Nevei	1-5%	6-33%	34-66%	67-100%
1-10 lbs.					√
11-20 lbs.			√		
21-50 lbs.			√		
51-75 lbs.		√			
76-100 lbs.	√				
> 100 lbs.	1				
Maximum am	ount carried b	y worker withou	it assistance: 75 lbs		
Maximum amo		-	it assistance: 75 lbs erformed with two o	r more people or li	ft devices.

PUSHING/PULLI	NG FURCE TO				
Pounds	Never	Seldom	Occasionally	Frequently	Continuously
		1-5%	6-33%	34-66%	67-100%
1-10 lbs.				√	
11-20 lbs.				√	
21-50 lbs.				√	
51-75 lbs.		V			
76-100 lbs.		√			
> 100 lbs.	1				
Maximum wei	ght of object	pushed/pulled b	y worker: 100 lbs.		

ENVIRONMENT (WORK CONDITIONS)*		
Works Inside50% of the time time.	/	Works Outside50% of the
Temperature Extremes: Yes		

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Works on or around moving machinery or mechanical parts. Yes	
Works on or around moving machinery or mechanical parts: Yes	
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^{*}Varies by location and season of the year.

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

END	URANCE							
	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		√					
	Standing					√		
	Walking					√		
	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.

Print Employee Name Employer Representative (Immediate Supervisor):	Employee Signature		Date	
Print Name	Title	Signature	Date	
Prepared by: <u>Director of Human Resources</u>				
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, p	olease provide an "AN	ITICIPATED" DATE:		
Physician's Signature	Date			