

Custodial Support Technician
New Hanover County Schools

Job Description

Class: **Classified**
Division: **Operations**

TITLE: **Custodial Support Technician**

QUALIFICATIONS:

1. High School degree or equivalent.
2. Two years of experience in custodial or general building maintenance work and related knowledge of methods, equipment and materials.
3. Valid North Carolina driver's license.

REPORTS TO: Custodial Administrator

JOB GOAL: To perform custodial equipment repairs and institutional cleaning tasks including cleaning of schools and office facilities, general grounds and building maintenance, as well as a variety of other custodial and maintenance related tasks.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

1. Follow all rules, policies and procedures of New Hanover County Schools and Maintenance Operations, along with state and federal regulations pertaining to schools and division issues.
2. Diagnose, service and repair custodial equipment including vacuum cleaners, electric and propane burnishers, auto scrubbers, and other custodial equipment.
3. Serve as temporary custodian or building maintenance worker as assigned.
4. Assist with building set-up for special events.
5. Strip, scrub, mop, wax, and polish floors in classrooms, offices, corridors, etc.
6. Maintain school grounds including picking up trash, blowing leaves and any other duties as directed.

7. Wash windows, woodwork and walls as necessary.
8. Move furniture, supplies, and equipment as directed.
9. Change ceiling tiles, clean vents, replace light bulbs and fluorescent tubes.
10. Report any safety hazards or specific repair needs to the Custodial Administrator, Supplemental Services Supervisor, or Director of Maintenance Operations as appropriate.
11. Generate and complete assigned daily work orders and update work order status tracking software system.
12. Willing to be on-call in case of emergencies.
13. Perform other related duties as requested by the Custodial Administrator, Supplemental Services Supervisor or Director of Maintenance Operations.

The above statements describe the general nature and level of work being performed by individuals assigned to this job. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so employed.

Terms of Employment: Twelve month work year/At Will/FLSA Non-Exempt

Starting Salary and/or Grade: Grade 61

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board and local policy on evaluation of personnel.

Knowledge, Skills and Abilities:

- Knowledge of custodial and building maintenance methods, equipment and materials.
- Mechanical aptitude and ability.
- Effective communication skills.
- Ability to follow verbal and written instructions.
- Demonstrate initiative, flexibility, organizational skills and dependability.
- Ability to perform moderate physical labor to include the ability to bend, stoop, climb and lift a minimum of 50 pounds.
- Ability to problem solve and work independently.