

## WAKULLA COUNTY SCHOOL BOARD JOB DESCRIPTION

**TITLE:** Custodian/Maintenance

**EMPLOYEE CATEGORY:** 6/Educational Support Personnel

### QUALIFICATIONS:

1. Have a high school diploma or equivalent.
2. Have knowledge and experience in the methods, tools, and materials used in the building structures.
3. Be able to understand and follow oral and written instructions.
4. Have experience in the use of common hand tools and equipment.
5. Have three years experience in performing semi-skilled work in the maintenance of buildings and grounds; or an equivalent combination of training and experience.
6. Be able to perform minor and routine maintenance of plumbing, painting, carpentry, electrical, and heating and air conditioning system.
7. Have experience in the performance of routine custodial and yard duties, and in the use and care of pertinent tools and equipment.
8. Have knowledge and successful experience in leadership and supervision of other employees.
9. Perform work requiring strength, dexterity and endurance, and be able to withstand exposure to variable weather conditions.
10. Be able to read and write.
11. Possess a valid Florida driver's license.

**REPORTS TO:** Operations Foreman

### JOB GOAL

Employee performs supervisory tasks in the role of assistant to the operation foreman. Employee performs laboring and maintenance tasks requiring some special knowledge, usually acquired by experience in building construction, laboring capacity. All work is subject to inspection while in process and upon completion, although employees are expected to work without close supervision on regular phases of work assigned.

**SUPERVISES:** All custodians in the absence of the Operations Foreman.

### PERFORMANCE RESPONSIBILITIES:

#### Service Delivery

1. Assist the Operation Foreman in the supervision of the custodial staff.
2. Select, use, maintain and clean brushes, rollers, and other painting tools.
3. Perform rough and finished carpentry.
4. Install, maintain and repair valves, faucets, traps, sinks, washbowls, sewer vents and sanitary fixtures at assigned schools.
5. Install, maintain, alter and repair wires, power appliances, light machinery, and electrical circuits.
6. Install electrical fixtures and appliances as needed.
7. Do a substantial amount of first-line maintenance on building and equipment.
8. Care for and maintain school grounds.
9. Observe, interpret and manipulate valves and other controls on heating and cooling equipment.

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**System Support**

10. Perform duties as outlined in Custodian I Job Description under Performance Responsibilities.
11. Perform other duties assigned by the Operation Foreman or required by School Board policy.

(See Custodian Job Description more responsibilities)

**PHYSICAL REQUIREMENTS:** Heavy Work

Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently and/or up to 20 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:** 9 1/2 Month or 12 Month

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:** Annually by the designated Administrator/Supervisor

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**SALARY ITEM NUMBER:** 32, Lv. II