



DERRY TOWNSHIP SCHOOL DISTRICT

POSITION GUIDE

Position Title: Utility Person/Custodian

Department: Buildings and Grounds

Group: HESPA

Reports to: Director of Buildings and Grounds

Date: October 15, 2021

ESSENTIAL FUNCTIONS:

All job functions are to be executed through the lens of high quality customer service. Customers are defined as both internal and external clients. Examples demonstrative of high quality service may include, but are not limited to, the following:

- *prompt responsiveness to inquiries*
 - *professional and courteous verbal and nonverbal communication*
 - *proactive problem solving*
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- Clean classrooms, corridors, stairways, offices, auditoriums, cafeterias, gymnasiums, outside walkways, lawns, flower beds and other areas; use brooms, dry mops, wet mops, vacuum cleaners, scrubbing brushes, pick-up machines, waxers, buffers and lawnmowers.
 - Apply floor treatment, such as waxes, sealers or shampoos.
 - Dust, wash and wax furniture, empty wastebaskets, wash walls, white boards and blackboards, windows, clean blinds, drapes.
 - Keep lavatories and fixtures clean, neat, sanitary and disinfected.
 - Clean up body spills as required.
 - Adjust, clean and oil machines, change brushes, rollers and other attachments as required for sweepers and wet vacs.
 - Replace and supply light bulbs, fluorescent tubes, toilet paper, sanitary napkins, paper towels and hand soap.
 - Load and unload supplies and equipment, including teachers' supplies, stockroom supplies, cleaning supplies and wood shop supplies.
 - Distribute supplies as required.
 - Report hazards, repair requirements or vandalism by completing property damage reports.
 - Cut and trim lawns and shrubbery as assigned.
 - Keep building and premises neat and clean at all times.
 - Perform emergency repair or cleaning services as necessary.
 - Assume responsibility for general security and general fire safety of the building.
 - Collect recyclable items daily and store for weekly pick-up.
 - Participate in the general cleaning and maintenance of the school buildings
 - Assist with maintenance and carpenter work as needed.
 - Perform necessary repairs listed on repair orders.
 - Keep a daily (work performed) schedule by hours and turn it in to Buildings/Grounds daily.
 - Perform preventive maintenance and daily repairs and keep a record with dates and signatures.
 - Keep all district equipment in good repair.
 - Drive, load, and unload trucks and all types of supplies and equipment, if necessary.
 - Operate snow removal equipment, lawn maintenance equipment when deemed necessary by supervisor.
 - Remove snow from sidewalks, driveways, parking areas and spreads salt to prevent slipping.
 - Remove snow at entrances and areas where maintenance equipment cannot clear snow including steps and sidewalks.
 - Completes other duties assigned by the Director of Buildings and Grounds.

KNOWLEDGE & SKILL REQUIREMENTS:

Education: High School Diploma or GED.

Certification: Must possess a Class B Driving License

Experience: General knowledge of cleaning methods, materials and equipment; ability to understand and follow simple oral and written directions; ability to establish and maintain effective working relationships with colleagues and school staff.

Skills: Effective oral and written communication skills, and effective use of technology required; Ability to add, subtract, multiply, and divide all units of measure; to perform the four operations with like common decimal fractions; to compute ratio and proportion, and percentage; to calculate surfaces, volume, weights and measures.

SUPERVISION OF PERSONNEL:

None

PHYSICAL/MENTAL/ENVIRONMENT

Physical Demands:

Activities: Sit: 20%
Walk/stand: 80%
Climbing, bending, squatting, and twisting - Frequently
Repetitive movements of both hands
Grasping, reaching, handling, gripping
Pushing and pulling up to 100 lbs.
Stooping, crouching, kneeling

Lifting: Up to 100 lbs.

Vision: Close concentration

Mental Demands: Interpret, analyze, organize, prioritize, evaluate, and problem solve

Environment: Normal office, garage and school environments. Some local or statewide travel required.

I have reviewed the essential functions; knowledge and skill requirements; and physical/mental environmental demands of this position. By my signature below, I am verifying that I am able to fulfill all essential functions, requirements and demands of the position as stated with or without reasonable accommodations.

Print Name

Signature

Date