Western Placer Unified School District

POSITION DESCRIPTION

Position Title:	**MAINTENANCE/CUSTODIAN**
Department:	Maintenance
Reports To:	Site Principal and Director of Maintenance and Operations

SUMMARY:

A school Maintenance/Custodian is a person skilled beyond the normal skills expected of the custodial staff. The Maintenance/Custodian performs all duties listed on the Custodian job description plus additional maintenance duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Custodia**n** duties on a daily basis.
- Performs basic repairs to electrical systems including: replacing light ballasts, replacing basic electrical outlets, and replacing basic electrical light switches, etc..
- Performs basic plumbing repairs and adjustments including faucet replacement, toilet flush valve repair, adjustment, and replacement, etc..
- Submits maintenance requests and orders supplies online.
- Performs other related duties as assigned.
- May monitor student workers/employees as assigned by the site principal/Director of Maintenance and Operations.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED). Previous custodial experience preferred. Previous building maintenance/construction experience preferred.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively before the public or employees of the organization.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent, and to interpret bar graphs.

REASONING ABILITY:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS and ABILITIES:

Knowledge of carpentry, electricity, painting, mechanical, plumbing, general maintenance problems common to schools. Ability to establish and maintain effective working relationships with students, staff, and the community. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, use hands and fingers to handle, or feel objects, tools, or control, and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head, and reach forward. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails, and unloading trucks. Occasionally the employee will lift and/or move up to 90 pounds such as bulk furniture. At times, an employee will be required to lift/move heavier items, which are only done using more than one employee to accomplish the task using the team lift approach. The employee will sometimes push/pull items such as tables, bleachers, and scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreaser, and sprays. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

Revised, Board Approved 6/6/2023