

# School District of Lodi

## Custodial/Maintenance – Level III

### POSITION TITLE:

Maintenance or Grounds Specialist and Lead Custodians

### POSITION SUMMARY:

These positions have the responsibility of maintaining the district school building facilities, the building operating systems (electrical, HVAC, plumbing), and the district grounds/outside facilities. They are expected to maintain district-established standards of cleanliness for school buildings, school grounds, and co-curricular-related areas so that, except in an emergency situation, the daily educational and related co-curricular programs of the district can be carried out within a safe environment and without interruption.

### EDUCATION and/or EXPERIENCE:

- High school diploma or general education degree (GED).
- 2 or more years of experience in a custodial, maintenance, or comparable specialized work environment
- Proficiency, specialized training, or ability to be licensed to perform functions related to chemicals and their application (e.g., cleaning chemicals, fertilizers, or pesticides).
- Proficiency, specialized training, or ability to be licensed to do plumbing and/or electrical repairs.
- Possess certification or ability to be certified in the operation of a forklift or other motorized equipment necessary to carry out assigned job functions.
- Possess certification or ability to obtain Pool Operator certification.
- Possess certification or ability to be certified in the use of enclosed space safety equipment.
- Possess or have demonstrated experience in maintaining high standards of safety in the use of and the maintenance of a variety of cleaning and/or grounds-related equipment.
- Possess and maintain a valid WI driver's license.

### SKILLS AND QUALIFICATIONS

- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in handwritten, digital, oral, diagram, or schedule form.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence. Ability to speak effectively before a group of staff, parents, or other employees of the district.
- Ability to communicate effectively and positively.
- Ability to be flexible and cooperative in problem-solving situations.
- Ability to work independently.
- Ability to problem solve and make decisions in the best interest of safety and security for the students and staff of the district.
- Ability to work with other people as a team player and in a positive manner in carrying out the custodial and maintenance needs of the district.
- Ability to use required software programs to enter and fulfill maintenance requests, utilize equipment, access buildings, athletic field schedules, and outbuilding use.
- Ability to prioritize competing tasks and follow up with vested stakeholders.
- A commitment to make the district facilities, grounds, and co-curricular facilities clean, safe, and welcoming to staff, students, parents, and all visitors to our district.

### PERFORMANCE RESPONSIBILITIES

- Ability to clean and preserve district facilities and related equipment in assigned buildings.
- Ability to clean and preserve designated grounds and related equipment based on a regular maintenance schedule.

- Maintain hallways, entryways, and restrooms in a clean and sanitary condition during normal daytime operations.
- Work cooperatively with all subcontracted services and resources to ensure school facilities and grounds are always ready to provide the best learning and/or safe, competitive co-curricular environment possible.
- Assist, when necessary, in the unloading or delivery of district, food service, or custodial/maintenance orders.
- Assist the public, in a cooperative and friendly manner, with directions within buildings and/or in obtaining and setting up needed equipment for special events.
- Work collaboratively with other custodial and/or other swing crew staff to ensure that all facilities are ready for any school or community events as designated by the district Facility Use Coordinator.
- Assist in carrying out necessary seasonal facility or grounds work (e.g., snow removal, entrance cleanup, or summer cleaning).
- Monitor, report, and/or perform light maintenance duties on building equipment such as boilers, pumps, water softeners, water heaters, etc.
- Maintain and conduct a daily building, grounds, and/or maintenance check, and notify the supervisor of any needed repairs, replacements, or services involving building or facility plumbing, HVAC, or electrical components to ensure the safety of staff or students.
- Perform light maintenance and minor repairs according to the schedule established by the supervisor; report other maintenance concerns to the supervisor (Lead Maintenance or Director of Operations).
- Perform assembly of items used in a school building, such as furniture, shelving, or equipment needed to perform grounds and facility maintenance.
- Assist in cross-training other staff or designated community members in the safe and effective use of district equipment.
- Other duties as assigned.
- Transition to other maintenance tasks during the summer months as directed.

#### ESSENTIAL JOB FUNCTIONS

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

- While performing the duties of these job classifications, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear.
- The employee is frequently required to reach with hands and arms. The employee is occasionally required to sit.
- The employee must frequently squat, stoop, or kneel, reach above the head, and reach forward.
- The employee must use hand strength to grasp tools and/or climb on ladders.
- The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of these job classifications.
- The employee must frequently lift and/or move up to 50 pounds, such as cleaning supplies, pails, and when unloading deliveries.
- 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.