

# School District of Lodi

## Custodial/Maintenance – Level II

### POSITION TITLE:

General Custodian and Swing Crew

### POSITION SUMMARY:

These positions have the responsibility of maintaining the district school building, facilities, and the district grounds/outside areas. They are expected to maintain district-established standards of cleanliness for school buildings, school grounds, and co-curricular-related areas.

### EDUCATION and/or EXPERIENCE:

- High school diploma or general education degree (GED).
- Previous experience in a custodial or comparable work environment
- Ability to be trained in the use of cleaning chemicals and general equipment use.
- Ability to be certified/trained in the operation of a forklift or other motorized equipment necessary to carry out assigned job functions.
- Ability to be certified in the use of enclosed space safety equipment.
- Demonstrated experience in maintaining high standards of safety in the use of cleaning and/or grounds maintenance equipment.
- Possess and maintain a valid WI driver's license.

### SKILLS AND QUALIFICATIONS

- 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 communicate effectively and positively.
- Ability to work independently.
- Ability to work second shift.
- 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, and track inventory.
- 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 clean and preserve designated grounds and related equipment regularly.
- Maintain hallways, entryways, and restrooms in a clean and sanitary condition.
- Work cooperatively with all staff and the public 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 of district deliveries.
- Assist and address the public in a cooperative and friendly manner.
- Communicate effectively and work collaboratively with other custodial and/or other swing team staff to ensure that all facilities are ready for any school or community events as designated by the district Facility Use Coordinator.
- Assist, when assigned, 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.
- Maintain and carry out a daily building, grounds, and/or maintenance check and notify supervisor of

- any noted or needed repair, replacement, or service.
- Perform light maintenance and minor repairs according to the schedule established by the supervisor; report any maintenance concerns to the supervisor (Lead Maintenance or Director of Operations).
- Perform light assembly of items such as furniture or shelving.
- Assist in cross-training other staff or designated community members in the safe and effective use of district equipment.
- Ability to use required software programs to enter and fulfill maintenance requests, utilize equipment, access buildings, athletic field schedules, and outbuilding use.
- 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 frequently must 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 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.