

HUNTINGDON COUNTY

Career and Technology Center

11893 Technology Drive • P.O. Box E • Mill Creek, PA • 17060-0905

Phone: (814) 643-0951 • Email: admin@hcctc.org • Website: www.hcctc.org

Training Tomorrow's Workforce Today...

Job Title: Maintenance Custodial Employee

Position currently held by:

Classification: Hourly Employee as per CBA

Reports to: Maintenance Supervisor

Qualifications:

- Previous maintenance / general cleaning experience in a related field
- Current clearances as per HCCTC school policy
- Current Driver's License

Primary Functions:

- To help maintain the physical school plant in a condition of operating excellence so that the full educational use of it may always be made available.

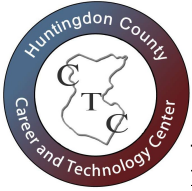
Work Conditions:

- 260-day CBA contracted hourly employee
- 40 hours per week including lunch break.
- School Day Typical Shift Mon – Fri 12 pm – 8 pm
- Summer Hours Typical Shift Mon – Fri 8 am – 4 pm
- Emergency hours as determined under the direction of the Maintenance Supervisor for security alarm, Snow removal, etc.
- No teleworking is available.
- Salary and fringe benefits as defined in the CBA.

Physical and Skill Requirements:

- Ability to read and interpret documents such as safety rules, installation manuals, and maintenance guides.
- Ability to communicate clearly both orally and written.
- Ability to establish and maintain effective working relationships with students, staff, and the school community.
- Ability to stand, walk, use hands to manipulate objects, talk, hear, reach with hands and arms, occasionally sit, frequently move, and or lift up to 50 lbs.
- Vision requirements include close vision, distance vision, peripheral vision, depth perception, and adjusted focus.

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- Ability to hear conversations in a noisy environment.
- Will be required to work near moving parts, be exposed to chemicals, work both indoors and outdoors in various weather conditions, and meet time constraints for project completion.
- *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Responsibilities:

- See Custodial Duties Attachment
- Assist in maintaining all safety and code requirements of the state, local, and Joint Operating Committee Guidelines
- Make minor repairs or fabricate replacement parts under the direction of the Maintenance Supervisor
- Perform schoolwide preventative maintenance such as machinery lubrication, electrical switch and timer inspections, and HVAC lubrication and inspection.
- Perform general maintenance work inside and outside the physical plant such as ceiling, roof, electrical, plumbing, concrete, masonry, insulation, tile and pump, and HVAC repairs.
- Other duties as assigned under the direction of the Maintenance Supervisor or his/her appointee.

Training Requirements:

- Mandated Reporting – 5 Years
- Act 44 Trainings – 5 years
- Additional training as required by PDE, JOC, and HCCTC

Evaluation:

- Will be completed within 6 months of hire and yearly thereafter.
- Will be completed by the Maintenance Supervisor or appointee.
- Can be completed by the Executive Director.

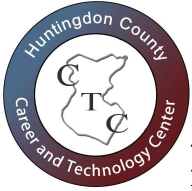
Date received by staff member: _____

Signature: _____

Print Name: _____

Maintenance Custodial Duties

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Regular School Day:

- Clean and remove trash daily.
- Clean bathrooms, fixtures, mop floors
- Clean and dust classrooms
- Clean windows in classrooms, halls, and entrance
- Mop floors in classrooms
- Spot clean walls, doors, floors
- Dust mop and power scrub halls
- Vacuum carpets and mats
- Meeting set up and tear downs.
- Mail pickup and delivery
- Securing and locking of building

Summer Schedule:

- General cleaning
- Housecleaning classrooms and offices
- Deep cleaning tables, chairs, and equipment
- Floor care: stripping, waxing, shampooing.
- Painting walls, doors, and frames
- Cleaning/Replacing HVAC filters.
- Outside grounds care

Additional duties

- Emergencies
 - Security Alarms
 - Snow Removal
 - Other emergencies as designated by the Maintenance Supervisor
- Open House and OAC meetings
- Other duties as assigned by the direction of the administrative team and Joint Operating Committee