

OLEAN CITY SCHOOL DISTRICT
410 West Sullivan Street • Olean, New York 14760
<http://www.oleanschools.org>
(716) 375-8032 (HR Office)
(716) 375-8916 (HR Fax)



JOB DESCRIPTION

Custodian/Building and Grounds Maintainer (**Competitive**)

QUALIFICATIONS:

1. Graduation from high school or possession of a high school equivalency diploma.
2. Four years of experience cleaning buildings and performing semi-skilled building and grounds maintenance and repair.
3. Possession of a valid New York State Driver's License appropriate to the vehicle operated.

RESPONSIBLE TO: Director of Facilities II

JOB GOAL: To perform a variety of semi-skilled mechanical, construction, maintenance, cleaning, and tasks or other related work as required.

GENERAL RESPONSIBILITIES:

- A. To lock and unlock building and maintain building and vehicle keys.
- B. To inspect buildings and grounds for safety and cleanliness on a daily basis and meet with a higher level employee to report and discuss findings.
- C. To create and prioritize cleaning and maintenance and repair schedules for buildings assigned on a daily and monthly basis and consult with a higher level employee regarding the scheduling of more large-scale maintenance and repair projects.
- D. Meet and direct the lower level employees on a daily basis to discuss cleaning and building and grounds maintenance and repairs.
- E. To observe the work performed and inspects the completion of work to ensure safety, effectiveness, and efficiency.
- F. To perform semi-skilled work in masonry, carpentry, electrical or painting operations.
- G. Maintains an inventory of materials, supplies and equipment, and reports shortages to the Director of Facilities II, the School Principal, and the Records, Receiving, and Inventory Clerk.
- H. To perform the installation and repair of wiring systems and electric fixtures and equipment.
- I. To repair windows, doors, floors, walls, and other parts of buildings.



- J. To perform the installation and repair of plumbing equipment such as sinks, toilets, etc.
- K. To perform the cleaning and repairing of boilers, pumps, heaters (HVAC), pipe lines, valves, and traps.
- L. To repair, rebuild and refinish recreation equipment.
- M. To care for athletic and recreation fields along with general ground maintenance activities.
- N. To operate trucks with plowing capability and other motorized equipment.
- O. To accomplish other general maintenance tasks, such as loading, unloading, moving materials and supplies, lifting, raking, and shoveling.
- P. Creates and maintains basic records and reports relative to work performed.
- Q. To have the ability to follow oral and written directions and communicate well with others.
- R. Other as assigned by Administration.

TERMS OF EMPLOYMENT:

Twelve month year; salary and work year established by Board of Education

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board of Education's policy on "Evaluation of Civil Service Personnel".

Approved by: _____ Date: _____

Reviewed and agreed to by: _____ Date: _____

