Bliss Educational Services Center
1900 Polk Street, Stevens Point WI 54481

STEVENS POINT AREA PUBLIC SCHOOL DISTRICT

POSITION DESCRIPTION
Utility

General Definition of Work
Performs intermediate semiskilled work, and related work as apparent or assigned. Work is performed under the limited supervision of the Operations Supervisor. Position oversees work crew or team including Custodian I and Relief Custodian.

Qualification Requirements
To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions
- Performs all essential functions of all Head Custodian positions as required.
- Performs all essential functions of all Custodian I positions as required.
- Performs all essential functions of Head Delivery and Assistant Delivery positions.
- Performs project cleaning and painting as assigned.
- Responds to emergency calls on non-scheduled work hours related to security intrusions, maintenance, cleaning services, or other services as required.
- Participates as a team member in the operation of the computerized building control systems, computerized event calendar, security systems, maintenance programs, safety programs, inspection programs, record keeping, and all other required facility programs or procedures.
- Performs all phases of building and equipment maintenance repairs, preventive maintenance, and completes work
- orders for specialized maintenance.
- Assumes other responsibilities as assigned by the Operations Supervisor, Buildings and Grounds Manager or designee relating to the facility operation.
- Regular and reliable attendance is required.

Knowledge, Skills and Abilities
- Demonstrated skill in organizing ideas, in establishing and maintaining relationships based on mutual confidence and respect, in identifying problems and their resolutions.
- Demonstrated sound judgment, social competency, adaptability, self-confidence, emotional maturity, initiative, enthusiasm and resourcefulness, as well as dedication to duty.
- Demonstrated computer skills with programs such as but not limited to: Microsoft Office, district reservation program, True Time, energy management programs, and other programs necessary in the management of facility operations is
- preferred. Strong communication and team building skills is required.
- Must be reliable and dependable to maintain efficient work patterns without close supervision.

Education and Experience
High school diploma or GED and minimal experience, or equivalent combination of education and experience.

Special Requirements
Forklift certification
Valid driver's license in the State of Wisconsin.

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Physical Requirements

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing and walking, frequently requires speaking or hearing, using hands to finger, handle or feel, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires sitting; no special vision is required; no special vocal communication skills are required; no special hearing perception is required; work requires use of measuring devices, operating motor vehicles or equipment and observing general surroundings and activities.

Environmental Conditions

This work frequently requires working near moving mechanical parts and exposure to outdoor weather conditions and occasionally requires exposure to wet, humid conditions (non-weather), working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (nonweather) and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic sounds).

The Board does not discriminate in the employment staff on the basis of race, color, national origin, age, sex (including gender status, change of sex, sexual orientation, sex stereotypes, sex characteristic or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service, ancestry, arrest record, conviction record, (as defined in 111.32, Wis Stats.), use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities including employment opportunities.

Custodial Staff Compensation Plan
Building and Grounds
FLSA Status: Non-Exempt
Last Revised: 3/6/2017, 7/11/2024
Stevens Point School District, Stevens Point, Wisconsin