

JUNCTION SCHOOL DISTRICT
CUSTODIAL/MAINTENANCE PERSON

Brief Description of Position

Under general supervision, to keep an assigned school building and/or office space clean and orderly; routine grounds maintenance, operate power tools, maintain lawns and other cultivated areas, and minor construction skills.

Duties and Responsibilities

1. Works from a schedule in sweeping, scrubbing, waxing, polishing and cleaning of windows, rest rooms, door glass, drinking fountains, metal work such as door panels and hand railings, linoleum, tile and wood floors and vacuum rugs and carpets.
2. Cleans and dusts walls, furniture, woodwork and other equipment, empties and cleans waste containers.
3. Makes minor repairs and adjustments to fixtures and equipment.
4. Check and refill all soap and paper dispensers and repair or replace as needed.
5. Maintains equipment used in the course of work and reports any safety, sanitary or fire hazards observed.
6. Performs special custodial and minor maintenance work for faculty members or administrators, such as setting up rooms and auditoriums, moving desks and chairs and replacing light globes.
7. Performs routine groundskeeping duties, such as picking up paper and other refuse on grounds, sweeping walks and entrances.
8. Performs landscaping duties, such as weeding flower beds, mowing, edging, trimming hedges and trees.
9. Performs other duties as assigned and are reasonably related to the job description.

Qualifications

1. High school diploma or equivalency.
2. Knowledge of modern cleaning methods, proper use and care of cleaning materials and equipment, safety practices and procedures and use of equipment.

3. Ability to follow written and oral instructions.
4. Ability to get along with adults, as well as children.
5. Must have or be eligible to obtain a bus driver license.

Physical Demands

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

While performing the duties of this job, the employee is regularly required to stand; walk; use hands to handle or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch or crawl; and talk or hear. The employee is occasionally required to sit. The employee must regularly lift and/or move up to 20 pounds, frequently lift and/or move up to 30 pounds and occasionally lift and/or move up to 50 pounds, and push/pull up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, and outside weather conditions. The employee is occasionally exposed to toxic or caustic chemicals, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment is usually moderate.