

4J SCHOOL DISTRICT

Job Title:	CUSTODIAN/MAINTENANCE COORDINATOR I	Dot #: 381.687-014
Department:	Facilities Maintenance/Elementary School	
Work Hours:	8 hour shift/5 days week, days, 6:00am-2:30pm	
Job Summary:	<ul style="list-style-type: none"> • Performs both custodial and general maintenance work contributing to the cleanliness, maintenance, and general upkeep of buildings, facilities and grounds. • Performs general maintenance work in addition to custodial work, including but not limited to: minor plumbing repairs, furniture and equipment repairs, heating systems adjustments, painting, groundskeeping, irrigation, and other building fixture repairs. • Keeps premises of school (classrooms, halls, office areas) in clean and orderly condition. Moves furniture and other equipment between buildings as necessary. • Operates floor scrubbers, vacuum cleaners, buffers and other powered cleaning equipment. • Daily routine: Opens doors, turns on lights, cleans/sweeps/mops floors, vacuums rugs, buffs waxed surfaces, sets up for breakfast and lunch programs, empties trash, moves supplies, equipment and materials as needed. • Performs heavier cleaning, stripping, waxing floors, carpet shampooing, moving furniture and painting during school holiday breaks and summer months. 	
ESSENTIAL JOB FUNCTIONS: (Constantly over 2/3 time, Frequently 1/3-2/3 time, Occasionally under 1/3 time, Rarely under 10% time)		
Physical:	<ul style="list-style-type: none"> • Standing/Walking: Constantly; throughout work shift. Distance may vary four to six miles daily depending on task assigned; tile, concrete and ground surfaces. • Sitting: Occasionally; during breaks and lunch; infrequently, during repair projects. • Lift/Carry: Frequently, 1-25 lbs; equipment, supplies, trash. Occasionally 26-75 pounds while moving tools, equipment, tables, heavier supplies, 5 gallon paint/supplies, and heavy trash. May occasionally lift/assist students. May use leaf blower strapped to back up to 1 hour at a time. • Push/Pull: Frequently; using both hands and arms while performing cleaning duties, exerting 5-15 lbs. force. Occasionally; moving furniture, equipment and materials, exerting a force of 20-75 lbs. Can require movement of furniture/equipment for extended hours during summer work. • Climbing: Frequently; stairs, throughout a two-level building. Occasionally; ladders up to a distance of 12 feet while cleaning upper areas, changing lights, drapes, performing repairs. More ladder work in summer. • Balancing: Occasionally; while working at heights on ladder while cleaning or changing lights or while in manlift. • Bending/Twisting: Frequently; at waist/knees/neck throughout work shift, can be highly repetitive in setting up chairs for school events. Some twisting is required but can be avoided with attention to proper body mechanics. • Kneeling/Crouching: Occasionally; may be required while cleaning lower areas, retrieving supplies from lower shelves. • Hands/Arms: Constant use in reaching/handling/grasping/fingering while operating equipment, using hand/power tools, wiping and cleaning surfaces, and using cleaning equipment. Overhead reaching required. • Sight: Constantly; in performing cleaning tasks and maintaining safety standards on the job. Requires depth perception, hand/eye coordination required in operation of equipment and tool use. • Speech/Written Communication: Frequently; to interact with coworkers, students, and record data. 	
Mental:	<ul style="list-style-type: none"> • Must be able to plan work, complete scheduled work in a timely manner. • Must possess diagnostic skills in identifying major maintenance malfunctions and ability to communicate problems through work orders and telecommunications. • Ability to work harmoniously with staff, students, administrators, and others with adaptability and flexibility to perform work within changing priorities and interruptions. • Must be able to work independently and follow through on all work as assigned. • Must be able to read, write and speak English and perform some basic mathematical calculations. • Must have effective interpersonal skills to provide student supervision. 	
Work Conditions:	<ul style="list-style-type: none"> • 70-90% indoors, climate controlled. 10-30% outdoors while moving equipment, grounds cleanup, and dumping trash. • Custodians are on 12-month assignments. During summer months, major cleaning of school buildings is required, including stripping/waxing floors, high cleaning, high dusting and working from ladders or manlift. Work is more physical during summer months. • Hazards: moving equipment, trip obstacles, cuts, slippery surfaces, exposure to electric shock and some chemicals. • Equipment: floor scrubbers, power scrubbers, ladders, hand tools, step stools, hand truck, vacuum cleaners, mops, dust mops, brooms, other cleaning equipment and supplies. 	