

MAYFIELD CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	Custodian Class V (High School Head Mechanical (A), High School Head Day (7/1/17) (A))
Reports To:	Supervisor of Buildings, Grounds, & Equipment/Principal
Position Status:	FLSA Classified; Section 3319.081 – ORC
General Description:	Perform maintenance and custodial work required and oversee the routine care, maintenance, cleaning, protection, and preservation of the assigned building/building space, its contents, and grounds. Maintain building and grounds in a clean, attractive, healthy, and safe condition.
Qualifications:	<ol style="list-style-type: none"> 1. High School Diploma. 2. Able to train and supervise custodial employees. 3. Able to understand and follow oral and written instructions. 4. Able to complete necessary written reports in a timely manner. 5. Knowledgeable of local, state, and federal laws/regulations related to facilities management. 6. Successful experience in custodial/maintenance work and management of facilities in a school or industrial environment. 7. Proficient in basic computer skills and energy management applications as well as those necessary to access timely and relevant information and able to disseminate same. 8. Good health and good attendance record. 9. Additional qualifications as the Board of Education may require.
Physical/Other Requirements:	<ol style="list-style-type: none"> 1. Able to access all areas of District facilities, including operations, utility, and maintenance, appropriate classroom, lunchroom/cafeteria, library/media, performance, gymnasium, and office areas. 2. Able to follow safety rules and regulations. 3. Able to routinely lift and move objects weighing at least 50 pounds and occasionally lift/carry equipment and supplies weighing up to 75 pounds. 4. Able to climb ladders and scaffolds to perform work tasks. 5. Able to remove/shovel snow, cut grass, and maintain grounds in a presentable manner. 6. Effective communication and interpersonal skills. 7. Able to present information to individuals and small groups in a clear and understandable manner. 8. Able to work cooperatively with students, parents, teachers, school staff, administrators, and the general public. 9. Able to plan ahead, yet remain flexible enough to adapt to new situations or react to emergencies. 10. Able to interact well with other people, but also able to work independently.
Performance Responsibilities (Essential Functions*):	
<ol style="list-style-type: none"> 1. Perform all phases of cleaning/housekeeping duties and routine maintenance and repair of the building and its furniture/equipment in accordance with District policies, administrative guidelines, local ordinances, Department of Health regulations and the provisions of State and Federal law. 2. Manage the work schedules of custodial staff assigned, including day-to-day job assignments, work areas, special work projects, and summer/break cleaning and maintenance. 3. * Implement District Facilities Master Plan, including renovations, maintenance, repairs, custodial service, and construction to assigned buildings, facilities, and grounds. 	

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4. * Oversee and complete required tasks of sweeping, mopping, waxing floors; emptying and cleaning trash/waste receptacles and pencil sharpeners; refilling towel, toilet tissue, and soap dispensers; removing cobwebs, cleaning windows, cleaning all chalk/dry erase boards, dusting and polishing furniture and woodwork, cabinetry, window sills and railings, cleaning and disinfecting toilets, urinals, sinks/wash basins, and drinking fountains as scheduled.
5. Open, inspect, and secure the building, classrooms, and other facilities daily.
6. Operate, regulate, maintain, and make minor repairs on heating/ventilating equipment as assigned.
7. Operate energy management controls for heating, ventilating, and air conditioning equipment as assigned.
8. Oversee custodial and maintenance service to the pool and field house facility and equipment.
9. Evaluate physical plant and equipment and provide input on recommendations for replacement or repair.
10. * Conduct regular safety and sanitation inspections and maintains accurate records as required.
11. Replace ballasts and light bulbs; oversee and maintain water and sewage utility.
12. Paint, inspect, and maintain recreation/play areas and equipment.
13. Provide outside maintenance to building and grounds, including yard maintenance, roof maintenance, clear roof drains, mow as needed and clear sidewalks and entryways of snow and ice.
14. Keep fence rows clean and clear, yard drains open and clean, and walks and driveways swept.
15. Participate in the recruitment, selection, retention, and development of District custodial staff.
16. Conduct required staff training, including orientation of new custodial staff, as assigned.
17. * Supervise assigned support staff, complete regular performance evaluations, and provide input regarding employment recommendations.
18. Work in conjunction with District staff to provide appropriate facilities and operational support for special needs students in accordance with Individualized Education Plans (IEPs) and/or other District-authorized accommodation plan.
19. * Take all necessary and reasonable precautions to protect students, staff, equipment, materials, and facilities.
20. Provide necessary custodial services to support the comprehensive instructional program, the program of food service, co-curricular and extra-curricular activities, interscholastic athletics, and community use of the school facilities.
21. * Maintain accurate records of all repairs and maintenance and prepare reports and repair orders as required by law, District policy, and administrative guidelines in a timely manner.
22. Maintain an accurate and secure inventory of supplies, materials, and equipment.
23. Requisition, order, and account for parts, supplies, and materials as needed.
24. Oversee and help unload deliveries, document receipt, and store supplies.
25. Meet the professional expectations of attendance, suitable attire and decorum, participation in District meetings/functions, and support of District initiatives.
26. Respond to specific requests from the Supervisor/Principal on matters affecting building operations.

Other Professional Expectations:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
2. Demonstrate a belief in and practices ethical principles and democratic values.
3. Use technology resources in accordance with District policies and administrative guidelines and the provisions of State and Federal law. Online conduct, including postings to social media, shall be in a manner appropriate to the employee's professional responsibilities.
4. Keep up-to-date and knowledgeable of facility operations, custodial and maintenance functions, and District issues.
5. Perform other job functions as assigned.

Additional Working Conditions:

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1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional exposure to inclement and extreme weather conditions for hours at a time.
3. Occasional operation of a vehicle under inclement weather conditions.
4. Occasional interaction among unruly children.

The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District. In addition, the employee shall be free of any substance, prescribed or otherwise, that impairs the employee's work performance or the safety of others while on duty.