

CUSTODIANReports To:

Custodians work under the supervision of the building principal (through the head custodian) for day to day duties relating to the instructional climate of the school.

Custodians work under the supervision of the Manager of Buildings and Grounds for items relating to building maintenance and operations. This is particularly true during evening hours, vacation periods and the summer.

Duties and Responsibilities:

Items listed represent typical duties of custodians. Differences in tasks may exist from building to building or within a building based on the conditions that are found or the specific areas to which custodians are assigned:

1. Sweep classroom, corridor, auditorium, and gymnasium floors.
2. Mop floors in designated areas.
3. Clean rest rooms and locker rooms.
4. Wash windows.
5. Dust and wax furniture.
6. Wash walls.
7. Wash chalk boards as required.
8. Clean lockers.
9. Dust light fixtures.
10. Strip and wax floors.
11. Change light bulbs and ballasts.
12. Empty trash cans.
13. Empty trash from building for disposal.
14. Remove litter and debris from grounds around building.
15. Assist in lunch program.
16. Clean cafeteria.
17. Receive, store, and distribute items delivered to schools.
18. Vacuum and shampoo carpets.

19. Set up, move or dismantle furniture, portable equipment and/or materials.
20. Clean venetian blinds.
21. Repair or replace shades.
22. Paint areas as assigned.
23. Operate the building fire alarm and security alarm.
24. In absence of fireman:
 - A. Accept fuel deliveries
 - B. Add chemicals to fuel tanks and boilers
 - C. Clean boilers
 - D. Keep records relating to boiler operation
 - E. Communicate with energy management company as necessary
25. Remove ice and snow from sidewalks and entrance ways and provide for safe access to building. Also aid in cleaning of driveways and playgrounds and parking lots as may be needed.
26. Report any hazardous or potentially hazardous conditions, that the employee is unable to safely and expeditiously remedy, to the head custodian and/or principal.
27. Assist maintenance employees as needed.
28. Perform minor repairs.
29. Perform preventive minor maintenance as assigned.
30. Perform other duties as may be assigned.
31. Overtime - for cleanup due to inclement weather is mandatory, if called to report. Overtime for other purposes will be voluntary insofar as possible.

Qualifications:

1. Ability to read and write English.
2. General knowledge of cleaning and sanitary methods.
3. Employees hired after January 1, 1988 must obtain a low pressure boiler license (Black Seal) within three years from date of hire.

DATED:
January 25, 1988

HEAD CUSTODIAN

Head custodians perform the same duties that are listed in the custodians job description. They report to the principal and Manager of Buildings and Grounds as noted in the job description for custodians.

Head custodians are responsible for coordinating the cleaning tasks within the buildings. They are responsible for overseeing the work of the regular custodians. They are responsible for the solicitation and assignment of overtime.

At elementary schools, the head custodian will also be the boiler operator. (fireman)

DATED:
January 25, 1988

FIREMAN (BOILER OPERATOR)

The boiler operator is a custodial employee who is responsible for the operation and routine maintenance of the school heating plant. He must possess a minimum of a Black Seal license.

Duties and Responsibilities:

1. Request and accept fuel deliveries.
2. Add chemical additives to fuel tanks and boilers.
3. Clean boilers.
4. Keep and maintain records relating to boiler operation and fuel usage.
5. Operate Energy Management Company control system.
6. Clean univent and check other motors related to heating and ventilation system.
7. During heating season, come in at least once during weekend (generally Sunday afternoon) to check on operation of boilers, pumps, etc.
8. Overtime for emergencies is mandatory.

Boiler operators shall receive an annual stipend for performing their responsibilities. This stipend is inclusive of the weekend check. Other extra hour duties that are assigned will be compensated at regular overtime rates.

DATED:
January 25, 1988

GROUNDS CREWReports To:

Grounds crew employees work under the supervision of the Manager of Buildings and Grounds (through the Grounds foreman).

Duties and Responsibilities:

- A. Care of school grounds and related areas including, but not limited to,
 - 1. Grass cutting.
 - 2. Shrub trimming.
 - 3. Tree cutting and trimming.
 - 4. Edging and weed control.
 - 5. Preparation and clean-up of athletic fields.
 - 6. Litter and debris removal.
 - 7. Other landscaping tasks as may be assigned.
 - 8. Removal of ice and snow.
- B. Assist other buildings and grounds employees in such tasks as:
 - 1. Delivery of equipment and supplies.
 - 2. Setting up of equipment such as scaffolds, risers, chairs, etc., as may be needed and as assigned.
 - 3. Helping in schools in custodial work as assigned.
 - 4. Painting and preparation related thereto.
 - 5. Moving, unloading of furniture and other equipment and supplies.
- C. Report any hazardous or potentially hazardous conditions, that the employee is unable to safely and expeditiously remedy, to the Manager of Buildings and Grounds.
- D. Assist maintenance employees and custodians as may be assigned.
- E. Perform custodial duties in place of regular custodians as may be assigned.
- F. Perform other duties as may be assigned.
- G. Overtime - cleaning of grounds due to inclement weather is mandatory. Overtime for coverage at athletic contests or for other reasons will be voluntary insofar as possible.

Qualifications:

1. Ability to read and write English.
2. Willingness to work "as a team" with other employees in completion of tasks.

DATED:
Januray 25, 1988

MAINTENANCE EMPLOYEEReports to:

Maintenance employees work under the supervision of the Manager of Buildings and Grounds.

Duties and Responsibilities:

- A. Repair/replacement/maintenance of items including, but not limited to:
1. Toilets, sinks, urinals, showers, water fountains, and other faucets.
 2. Gate valves.
 3. Hot water heaters and storage tanks.
 4. Roof fans.
 5. Unit ventilators.
 6. Air conditioners.
 7. Circulating pumps and apparatus.
 8. Fuel lines.
 9. Clocks, bells and alarms.
 10. Appliances.
 11. Fuses and circuit breakers.
 12. Door checks, locks, panic devices, doors and frames.
 13. Window glass and hardware.
 14. Light switches.
 15. Furniture.
 16. Minor roofing and gutter work.
 17. Caulking of windows, mortar joints, etc.
 18. Waterproofing of exterior surfaces.
 19. Outside drains and sewer lines.
 20. Bleachers.
 21. Painting and preparation related thereto.
 22. Concrete and macadam.

23. Fences and backstops.
 24. Carpet and floor tile.
 25. Plastering/spackling
 26. Construction of walls and partitions, etc.
 27. Playground equipment.
 28. Heating and ventilating system equipment.
 29. Construction and installation of furniture.
 30. School equipment.
- B. Assist custodians and/or grounds crew as assigned.
- C. Perform custodian/grounds work in place of regular personnel as may be assigned.
- D. Report any hazardous or potentially hazardous conditions, that the employee is unable to safely and expeditiously remedy, to the Manager of Buildings and Grounds.
- E. Take care of tools and equipment and procure supplies, equipment and materials as necessary for job completion and as assigned.
- F. Perform other duties as may be assigned.
- G. Overtime - mandatory for emergency situations, otherwise voluntary insofar as is possible.

Qualifications:

1. Ability to read and write English.
2. Possess the skills necessary to perform tasks and/or tradesman's license.
3. Obtain a low pressure boiler operator's license (Black Seal) within three years of date of hire. (Applies to all employees hired after January 1, 1988) unless specifically exempted by the Business Administrator in writing at time of initial hire.

The expectations for those items listed will naturally vary with the level of skills possessed by maintenance employees. It is recognized that, in certain cases, the skill level of the employee is not adequate to perform the specific task and the use of outside technicians or contractors may be required. This will be determined by the Business Administrator in consultation with the Manager of Buildings and Grounds.

DATED:
January 25, 1988

ASSISTANT MAINTENANCE EMPLOYEEReports To:

Works under supervision of Manager of Buildings and Grounds - is generally assigned, as needed, to assist regular maintenance employees.

Duties and Responsibilities:

- A. Perform minor maintenance, including, but not limited to: (items that can be performed alone)
1. Cleaning of unit ventilators.
 2. Replacement of window glass.
 3. Repair of plumbing fixtures.
 4. Painting, including preparation.
 5. Lubrication of equipment and motors.
 6. Roofing work.
 7. Water proofing of exterior surfaces.
 8. Other minor repairs and preventive maintenance activities.
- B. Assist maintenance employees in all duties by: helping to secure materials, tools, etc.; following directions to aid in completion of task; "spotting" of maintenance employees:
- C. Report any hazardous or potentially hazardous conditions, that the employee is unable to safely and expeditiously remedy, to the Manager of Buildings and Grounds.
- D. Assist custodians and/or grounds crew as assigned.
- E. Perform custodians/grounds work in place of regular personnel as maybe assigned.
- F. Perform other duties as may be assigned.
- G. Overtime - voluntary insofar as is possible.

Qualifications:

1. Ability to read and write English.
2. Willingness and ability to follow directions of maintenance employees.
3. Employees hired after January 1, 1988 must obtain a low pressure boiler license (Black Seal) within three years from date of hire.

The expectations for those items listed will naturally vary with the level of skills possessed by maintenance employees. It is recognized that, in certain cases, the skill level of the employee is not adequate to perform the specific task and the use of regular maintenance employees or outside technicians or contractors may be required. This will be determined by the Business Administrator in consultation with the Manager of Buildings and Grounds.

DATED:
January 25, 1988