

BUCKLEY COMMUNITY SCHOOLS

**BOARD OF EDUCATION
BUCKLEY COMMUNITY SCHOOLS**

JOB DESCRIPTION
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The Board of Education authorizes the Superintendent to maintain job descriptions which shall be brief, factual, and, wherever possible, generically descriptive of similar jobs.

The job description for the Superintendent shall be defined as a policy of the Board.

All other job descriptions shall be defined as administrative guidelines of the Superintendent.

Job Title: Maintenance Worker/Custodian

Classification: Maintenance
Reports to: Superintendent
Evaluated by: Superintendent

Job Summary:

The maintenance/custodian employee is responsible for the general repair, maintenance, and upkeep of all district facilities. The job was established for the purpose of providing maintenance services as needed and/or assigned; assisting in a wide variety of maintenance activities; addressing immediate operational and/or safety concerns; ensuring that tools, materials, and other equipment are maintained in good working order and are available when needed.

Essential Duties and Responsibilities: *Other duties may be assigned.*

The maintenance worker of Buckley Community Schools:

1. Has an all-encompassing responsibility for the heating, mechanical, electrical, plumbing and waste disposal systems of all district facilities and shall immediately notify the superintendent when problems occur.
2. Is responsible for the routine maintenance, care, and repair of the above systems.
3. Is responsible for minor construction projects throughout the school district property and buildings within his/her ability.
4. Is responsible for the ordering of supplies needed for the custodial and maintenance operations of the district.
5. Inventories custodial and maintenance supplies.
6. Is responsible for the care of school grounds and the repair of equipment located thereon.
7. Is responsible for checking buildings during non-school days for equipment failure or breakdowns.
8. Recommends changes, additions, and deletions of equipment to provide effective and efficient operation of all systems.
9. Recommends equipment and supply purchases.

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10. Assists the superintendent in recommending the use of contracted services where necessary.
11. Serves as the local coordinator to recommend steps to comply with the "Asbestos Hazard Emergency Response Act" and oversees the adherence to the Act.
12. Is to obtain and maintain Material Data Safety Sheets: for all chemicals used in the custodial/maintenance operations of the school. (Right-To-Know Laws of the Federal and State government.) A book shall be kept in a custodial storage area in an identified location showing the chemical status of all chemicals. A clear direction shall be given in regards to first aid treatment for each identified chemical.
13. Arranges furniture and equipment for the purpose of providing adequate preparations for special events.
14. Cleans buildings and grounds areas as needed or assigned for the purpose of providing an effective environment.
15. Participates in meetings, workshops, trainings, and seminars for the purpose of further professional development.
16. Performs a wide variety of general and semiskilled maintenance activities (carpentry, painting, electrical, etc.) for the purpose of completing projects within established time frames.
17. Repairs furniture and building components to ensure safe conditions.
18. Responds to emergency situations during and after hours for the purpose of resolving immediate safety concerns.

Additional Considerations:

1. When employee is absent, we will not replace the position except for under extenuating circumstances.
2. A procedure will be created for snow days and for snow blowing on non-school days.

Knowledge and Skills Required:

1. High School diploma or equivalent desired, or alternate skills as determined by the Board of Education.
2. Demonstrate the ability to use equipment in skilled trades, power and hand tools, etc.
3. Ability to adhere to safety practices; follow hazardous material handling requirements; and manage projects in a timely manner.
4. Ability to problem solve.
5. Demonstrate good public relations as it relates to the job.
6. Demonstrate the ability to work with other employees, and exhibit personal ability to work in a self-directed basis.

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7. Possess and maintain a valid driver's license.
8. Dependable and of good moral character.
9. Certification(s) to comply with the "Asbestos Hazard Emergency Response Act" and oversees the adherence to the Act.
10. Ability to pass Criminal Justice Fingerprint/Background Clearance
11. The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District."

Terms of Employment

This is a 52-week position with a rate of pay of \$15.21/hour.

Hours will be 6:30–3 p.m. from April 1 through October 31 and 5:30–2 p.m. from November 1 through March 31.

The information contained in this job description is for compliance with American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this and additional duties may be assigned.

In signing this job description, you are acknowledging that you have completely read through this document and will comply with the responsibilities and expectations given above for Buckley Community Schools.

FOR THE EMPLOYEE:

Signature of Employee

Date

Printed Name

Revised: 5/1/13

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