

**SHANDON JOINT UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**POSITION:** MAINTENANCE/CUSTODIAL

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Under the direction of the Director of MOT, this position will have the responsibility for assisting in the maintenance, construction and major repair work in school buildings and grounds, including a variety of skilled maintenance repairs, construction and custodial tasks and to perform related work as directed by the Director of MOT or designee.

**QUALIFICATIONS:**

**Education:** High school diploma or general education degree (GED).

**Experience:** Past experience in the custodial and maintenance field.

**Knowledge:** A basic understanding of maintenance and custodial issues. An ability to speak in Spanish is desirable.

**Ability:**

- To read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- To write routine reports and correspondence.
- To speak effectively before groups of customers and employees of the organization.
- To add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- To compute rate, ratio, percent and to draw and interpret bar graphs.
- To interpret a variety of instructions furnished in written, oral, diagram or schedule form.
- To pass a written and physical test.
- To establish and maintain a positive working relationship with students, staff and the community.
- To perform duties with awareness of all district requirements and Board of Trustee policies.

**TYPICAL DUTIES** may include, but not limited to, the following:

- Does minor and when possible, major repairs of facilities and equipment.
- Assists in performing major work involved in the installation, maintenance and repairing of equipment and fixtures. Consults with the supervisor for plans and specifications for materials, supplies and equipment.
- Assists installing new equipment when necessary.

- Purchases equipment and supplies for equipment repair and maintenance, such as valves, fittings, wire, etc., as approved under the direction of the Director of MOT.
- Inspects buildings and reports dangerous, unsightly, or unsanitary conditions or sees that such conditions are corrected. Reports vandalism and break-ins to the Director of MOT.
- Performs required inspections on fire sprinklers, playground equipment, bleachers, etc., on an ongoing basis.
- Cleans and dusts walls, furniture, woodwork, lockers, blackboards and other equipment.
- Washes, scrubs and disinfects restrooms and shower rooms.
- Assists custodial staff with trouble shooting problems or concerns.
- Carries out other tasks which may be assigned by the Director of MOT and/or principal(s).

#### 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 function.

While performing the duties of this job, the employee is frequently required to stand and walk; use hands to finger, handle, or feel objects, tools, or controls; and talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climbs on to ladders. The employee will frequently bend twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 lbs. such as a toolbox. Occasionally the employee will lift and/or move up to 90 lbs. such as piping. The employee will sometimes push/pull items such as tables, scaffolds, and air compressors. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the 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 regularly works both indoors and outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreasers, sprays and non-household dust. The employee must be able to meet deadlines with severe constraints. Frequently the employee will work alone and occasionally will work irregular or extended hours.

The noise level in the work environment is usually moderate and occasionally will work in a loud area.

Hazards:

- Working with power driven equipment.
- Working on ladders.

IMMEDIATE SUPERVISOR:

Director of MOT

Work Year – Twelve Months