

Corning Union Elementary School District
Job Description

JOB TITLE: CUSTODIAN/MAINTENANCE

Salary Range:	21	Department: Custodial/Maintenance
Reports To:	Site Principal and Supervisor Of Maintenance and Operations	Approved by: Board of Trustees June 11, 1997

POSITION SUMMARY:

Under direct supervision of the Supervisor of Maintenance and Operations, performs semi-skilled and skilled tasks related to the maintenance, repair, and cleaning of District buildings, equipment, and facilities.

ESSENTIAL FUNCTIONS:

Performs general repair and maintenance work on buildings, related facilities, and equipment.

Makes routine emergency repairs and adjustments to buildings and facilities.

Repairs doors, windows, desks, chairs, and other furniture.

Installs shelves and bulletin boards.

Removes and replaces faucets and fixtures, including but not limited to, washers and gaskets.

Installs electrical outlets and switches as required.

General cleaning, including but not limited to: sweeping, mopping and waxing floors; vacuuming and shampooing rugs and carpets; dusting; washing windows and walls; maintaining assigned facilities in a clean and orderly fashion.

Reports safety, sanitary, and fire hazards, preparing the required records and reports.

Maintains grounds, mows lawns, weeds, trims hedges and trees.

Makes minor repairs to sprinkler systems, including but not limited to, replacing damaged sprinklers and associated piping.

Locks and unlocks doors, raises and lowers flags, and maintains the security of District buildings by assuring all doors and windows are locked when required at the end of the shift.

OTHER RESPONSIBILITIES (NONESSENTIAL FUNCTIONS):

Patches and prepares surfaces for painting, performs maintenance painting as necessary.

Sets up buildings and rooms for meetings and special events.

Replaces lights as needed.

May operate a pickup/truck in delivering or picking up equipment, supplies, etc.

Performs other work related duties as assigned.

QUALIFICATIONS/EDUCATION:

Basic knowledge of various maintenance and repair work techniques.

Knowledge of school facility cleaning methods, materials, and equipment.

Ability to operate general cleaning equipment, including but not limited to: vacuum cleaners, floor scrubbers and buffers, carpet cleaning equipment, etc.

Ability to perform lifting and heavy physical labor.

Ability to work in extremely hot or cold weather conditions, whether indoors or outside.

Ability to speak, read, write, and communicate effectively in English.

Ability to work independently with a minimum of guidance and supervision, following oral and written directions.

Must have personality to maintain human relationships demanded in a public service agency.

High school diploma or equivalent.

Must possess a valid California driver's license.