

MCDOWELL COUNTY SCHOOLS

Job Description

POSITION: Custodian III

REPORTS TO: Principal, Facilities Director

CLASSIFICATION: Service

FLSA STATUS: Non-Exempt

EMPLOYMENT TERM: Minimum 200 days annually, pursuant to WV Code §18A-4-8; extended employment terms may be established by McDowell County BOE

COMPENSATION: Pursuant to WV Code §18A-4-8a, commensurate with experience and education level

EVALUATION: Performance in this position will be evaluated annually by the Director or his designee in accordance with McDowell County BOE's Guide to Performance Evaluation for Service Personnel and WV State Code.

JOB SUMMARY: "Custodian III" means personnel employed to keep buildings clean and free of refuse, to operate the heating or cooling systems and to make minor repairs. WV §18A-4-8

ESSENTIAL DUTIES AND RESPONSIBILITIES: Additional duties may be assigned. Custodian III is required to perform a variety of skilled tasks within the assigned location.

- Perform duties efficiently and productively.
- Keep buildings and premises, including sidewalks, driveways, and play areas neat and clean at all times.
- Regulate heat, ventilation, and air conditioning systems to provide temperatures appropriate to the season and to insure economical usage of fuel, water, and electricity.
- Shovel, plow, and/or sand walkways, fire escapes, steps, driveways, and parking areas as appropriate including inclement weather days.
- Check daily to insure that all exit doors are open and all panic bolts are working properly.
- Raise and lower the United States Flag each school day.
- Sweep classrooms and dust furniture daily.

March 2010
May 2011
July 2012

- Clean corridors after school each day and during the school day when their conditions require it.
- Scrub, hose down, and disinfect toilet floors daily and clean all sanitary fixtures and drinking fountains daily.
- Wash all windows on both the inside and the outside at least twice a year, and more frequently if necessary.
- Keep the grounds free of rubbish.
- Perform such yard-keeping chores such as grass cutting, tree trimming, and the like as necessary to maintain the school grounds in a safe and attractive condition.
- Keep all floors in a clean and attractive condition and in a good state of preservation.
- Make such minor building repairs that he/she is capable of performing.
- Report major repairs needed promptly to the principal.
- Maintain on a regular schedule all motor and other mechanical equipment requiring scheduled servicing.
- Report immediately to the principal any damage to school property.
- Remain on the school premises during school hours, and during non-school hours when the use of the building has been authorized and attendance is required by the principal.
- Assume responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured and all lights, except those left on for safety reasons, are turned off.
- Keep an inventory of supplies, equipment, and fuel on hand, and requisitions for needed replacements from the principal far enough in advance so that they may be delivered in such time as will not hinder the custodian in his/her duties.
- Conduct ongoing program of general maintenance, upkeep, and repair.
- Move furniture or equipment within the building as required for various activities and as directed by the principal.
- Comply with local law and procedures for the storage and disposal of trash, rubbish, and waste.
- Participate in staff development.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATION REQUIREMENTS:

- Demonstrate adherence to schedules; being punctual.
- Demonstrate flexibility and adjusting to change.
- Demonstrate courtesy and tactfulness in interpersonal relations.
- Demonstrate dependability.
- Demonstrate understanding and implementing responsibilities.
- Demonstrate ability to use good judgment and make good decisions.
- Possess mechanical knowledge sufficient to make minor repairs.
- Possess basic knowledge of cleaning and security procedures.
- Possess knowledge of firing furnaces, tandem or single, including water feeders and safety devices.
- A tuberculin skin test upon hire as per WV Code §16-3D-3; and

March 2010
 May 2011
 July 2012

- Criminal history check of new applicants for licensure as per WV Code §18A-3-10.

EDUCATION AND/OR EXPERIENCE:

- High school graduate or equivalent.
- State competency test, if appropriate as per WV §18A-4-8e.

COMMUNICATION SKILLS:

- Ability to greet the public in a friendly manner.
- Ability to effectively present information and respond to questions from administrators, staff, and general public.
- Ability to perform duties in full compliance with state and county requirements.
- Ability to write reports and complete work consistent with the duties.

MATHEMATICAL AND KNOWLEDGE SKILLS AND ABILITIES:

- Ability to add, subtract, multiply and divide in all units of measure consistent with the duties of this position.
- Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations consistent with this position.

REASONING AND OTHER SKILLS/ABILITIES:

- Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists in dealing with this position.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form consistent with this position.
- Ability to accurately perform assigned tasks.
- Ability to perform duties in full compliance with state and county requirements and MCBOE policies.

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 functions.*

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tools, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee will frequently bend, or 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 pounds such as cleaning supplies, pails and unloading trucks. Occasionally the employee will lift and/or move up to 90 pounds such as bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

March 2010
May 2011
July 2012

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 indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may work with toxic or caustic chemicals such as petroleum products, degreasers, and sprays while performing the duties of this job. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate to loud.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.

The McDowell County Board of Education does not discriminate on the basis of age, sex, race, color, religion, handicapping (or disabling) condition, marital status, or national origin in employment in its educational programs and activities. Inquiries may be referred to the Title IX Coordinator or Diana Nash, Section 504 Coordinator, McDowell County Board of Education, 30 Central Avenue, Welch, WV 24801, Phone 304-436-8441 or to the West Virginia Department of Education's Director of the Office of Civil Rights.

March 2010
May 2011
July 2012