



Job Title: **Custodial/Grounds Technician**

Department: **Facilities Services**

Supervisor: **District Custodial/Grounds Coordinator**

Lane Placement: **Classified Lane 5**

Schedule: **8 hrs. / 245 days**      Evaluation Group: **JCES 5**

FLSA Classification: **Non - Exempt**

## **JOB DESCRIPTION**

Under the supervision of the District Custodial/Grounds Coordinator, the Custodial/Grounds Specialist will work in a variety of situations. The incumbent will be responsible for working with and training afternoon cleaning staff. Incumbent will report evening activities to Custodial/Grounds Coordinator, Custodial Trainers, School Administrators and Assistant Facility Managers. Customer service and being self-driven are key elements of this job. This position will have priority for interview selection for Lane 6 Assistant Facility Manager positions.

## **ESSENTIAL FUNCTIONS**

- Incumbent will work directly with afternoon custodial staff to insure district standards and work place safety practices are being met.
- Incumbent will assist Assistant Facility Manager's with training and supervising of afternoon crews.
- In the absence of the Assistant Custodian or Senior Sweeper the incumbent will work directly at the school building and supervise the sweeper crew, with all types of custodial activities. October through April 15<sup>th</sup> the typical schedule will be a 2:00 pm to 10:30 pm shift.
- Last half of evening schedule will typically involve use of a trailer mounted carpet extraction system, and concrete surface cleaning system, to clean carpets, concrete, restroom and kitchen tile throughout the district.
- From April 16<sup>th</sup> to September 30<sup>th</sup>, Incumbent will oversee a grounds trim crew and assist High School buildings with trimming and mowing of lawns. Typically daytime shift when school is out.
- Incumbent may be asked to adjust work schedule to substitute for Assistant Facility Managers with the responsibility for temporarily supervising the custodial staff with the care of the building.
- Work in various areas where there is a significant need for help i.e. setting up new schools for occupancy, putting furniture together, setting up cafeterias and stages etc.
- Job requires mechanical aptitude in plumbing, electrical, including the ability to operate and perform minor maintenance of heating and cooling systems and cleaning equipment.
- Must be able to utilize computers systems, including email, Sprocket, icPest Reporting, Skyward, CleanTelligent, Word and Excel for the purpose of requesting maintenance work orders, ordering custodial supplies, running equipment, monitoring budgets, and other district communications.
- Able to solve problems in a variety of different settings, with knowledge of basic facility management operations and cleaning practices.
- Operates all equipment utilized by custodians and grounds crew (cleaning equipment, gang mowers, edging, trimming equipment, trailer mounted extraction/surface cleaning and snow plows etc.).
- Must have working understanding of the proper chemicals and machines to use in various types of cleanup i.e. blood borne pathogens etc.
- Required to respond to emergency on-call assignments and security issues throughout the District as needed.
- Incumbent must be willing to work outside in all kinds of weather, climb ladders, and operate lifts.

- Must be willing to drive trucks under all kinds of weather and traffic conditions while plowing snow and/or towing large trailers.
- Assist Custodial Trainers with sweeper training classes and building inspections.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.
- Requires high school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Incumbent must be willing to complete within one year the IICRC Carpet Cleaning Tech certification and the State of Utah Pesticide applicator certification/license.
- Requires a minimum 1 1/2 years of custodial experience with six months of supervisory experiences preferred.
- Must demonstrate competence in reading, writing and math.
- Must have effective interpersonal skills. Interacts with principals, teachers, secretaries, students, co-workers, school staff and others who use the school facilities.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

### **PHYSICAL REQUIREMENTS**---*Not limited to the following:*

- Must be able to physically move items weighing up to 75 pounds.
- Work involves considerable physical efforts such as bending, lifting, shoveling etc.
- Work may be performed outdoors or in an area exposed to the elements.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 6/9/2020