

Job Title: Custodial Maintenance	Reports To: Facilities Supervisor
Department: Operations	Status: Full Year/Full-Time/Non-Exempt
Location: Central Office	Prepared Date: October 2019

**Position Overview**

Responsible for on-going maintenance of equipment, premises and grounds in an environment of continuous program improvement

**Essential Duties and Responsibilities** *may include but not limited to the following:*

- Maintains building and grounds in accordance with health and safety standards.
- Runs buffers, carpet extractors, mowers, snow blowers, weed trimmers, etc.
- Performs repairs on facilities and equipment including walls, windows, stairwells, playgrounds, lawns, etc., in accordance with health and safety standards.
- Performs routine site inspections to insure facilities and grounds meet health and safety standards.
- Substitutes as a Custodian when required.

**Supervisory Responsibilities**

No Supervisory responsibilities.

**Required Education and Experience**

- Associates Degree or High School Diploma with 3-5 years of experience in general/building maintenance

**Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Creativity
- Attention to Detail
- Problem Solving
- Flexibility
- Self Confidence
- Project Focus

**Physical Requirements (subject to change)**

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.

- Ability to sit for prolonged periods of time while performing work duties.
- Physical ability to effectively and efficiently operate keyboard and other work related tools and equipment.
- Visual acuity to effectively read computer screen and reading material.
- Requires ability to sit, stand bend/stoop and reach/turn with sufficient manual dexterity sufficient to operate standard office machines and to file, retrieve supplies, etc.
- Able to provide light cleaning of classroom/office space.
- Able to lift up to forty (40) pounds.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

*NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as assigned to meet the ongoing needs of the agency. Employees in this position must be able to perform the essential job functions of this position, with or without reasonable accommodation. If you require a reasonable accommodation to perform these job functions, you should provide written notice to the Benefit Specialist within 182 days of the date the need arises.*