

JOB DESCRIPTION FOR FOLEY PUBLIC SCHOOLS

JOB TITLE: Custodian

JOB SUMMARY: Responsible for providing the district's students, staff, parents, and guests with a safe, attractive, and well-maintained grounds and interior facilities

REPORTS TO: Director of Building and Grounds

LOCATION: District, Building and Grounds Department

MAJOR JOB DUTIES:

Essential Functions (and frequencies—see key):

- Perform routine maintenance and installation of school equipment, facilities, operating systems, vehicles and custodial areas. This includes but is not limited to Pool system, HVAC system (Metasys), Fire system, Security system, etc. (Occasional-Frequent)
- Perform Safety checks on fire equipment, eye wash stations, etc. and check electrical appliance use to ensure that hazards are not created. (Rare - Occasional)
- Monitor building security and safety by performing routine building checks such tasks as but not limited to locking doors and monitoring the auto lock door system, checking freezer, coolers, and pool after operating hours and on weekends and holidays. (Occasional)
- Service, clean or supply restrooms and locker rooms. (Occasional-Frequent)
- Gather and empty trash daily. (Occasional)
- Clean building floors daily by sweeping, mopping, scrubbing, buffing, auto scrubbing or vacuuming. (Occasional)
- Follow procedures for the use of chemical cleaners and power equipment to prevent damage to floors and fixtures. (Occasional)
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications. (Rare - Occasional)
- Strip, seal, finish, and polish hard surface floors for deep cleaning. (Occasional)
- Vacuum, shampoo, and extract carpets including entrance rugs for deep cleaning. (Occasional)
- Notify managers concerning the need for major repairs or additions to building operating systems. (Occasional)
- Requisition supplies or equipment needed, in writing, for cleaning and maintenance duties. (Occasional)
- Perform inventories of custodial supplies and move district supplies to other areas as needed. (Occasional)
- Clean windows, walls, glass or other partitions, toilets, sinks, water fountains and

mirrors, using soapy water or other cleaners, sponges, or squeegees. (Occasional)

- Inspect, test, and listen to defective equipment to diagnose malfunctions, using test instruments such as handheld computers, motor analyzers, pump charts, and pressure gauges. (Occasional)
- Inspect, repair, and maintain mechanical equipment, transmissions and machinery such as pumps and compressors. (Occasional)
- Perform minor gas and arc welding as needed on items needing repair throughout the district such as repairing a desk. (Occasional)
- Set up equipment, supplies and assist supervisors for various events throughout the district including but not limited to: sports, concerts, and community education. (Occasional)
- Remove snow and ice and salt sidewalks, parking areas and school streets as needed for safe pedestrian walkways and streets in the winter. (Occasional)
- Be able to assist school keepers and food service staff with cleaning and loading duties in the kitchen area. (Occasional)
- Assist the general public with their needs such as directions through the facility, opening a door, getting a chair. (Occasional)
- Be able to assist school keepers and grounds keeper as needed during a shift, during off hours in an emergency or in case of mechanical breakdowns or severe weather conditions. (Occasional)
- Other duties as assigned.

Work Activities:

Inspecting Equipment, Structures, or Material — Inspecting equipment, structures, or materials to identify the cause of errors or other problems or defects.

Communicating with Supervisors, Peers, or Subordinates — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.

Identifying Objects, Actions, and Events — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

Monitor Processes, Materials, or Surroundings — Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.

Organizing, Planning, and Prioritizing Work — Developing specific goals and plans to prioritize, organize, and accomplish your work.

Controlling Machines and Processes — Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).

Performing for or Working Directly with the Public — Performing for people or dealing directly with the public. This includes serving customers in the district which include students, staff, parents, and community.

Repairing and Maintaining Mechanical Equipment — Servicing, repairing, adjusting, and testing machines, devices, moving parts, and equipment that operate primarily on the basis of mechanical (not electronic) principles.

Reports/Record Keeping—documents various data for maintenance purposes, along with other repair documentation for various equipment and systems.

Diagnosis of equipment in need of repair and performs.

Operating Vehicles, Mechanized Devices, or Equipment — Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as floor machines and passenger vehicles.

Getting Information — Observing, receiving, and otherwise obtaining information from all relevant sources.

Making Decisions and Solving Problems — Analyzing information and evaluating results to choose the best solution and solve problems.

Handling and Moving Objects — Using hands and arms in handling, installing, positioning, and moving materials, and manipulating things.

Performing General Physical Activities — Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.

Updating and Using Relevant Knowledge — Keeping up-to-date technically and applying new knowledge to your job.

Identifying Objects, Actions, and Events — Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.

Controlling Machines and Processes — Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).

Hours of Work: 8 hour shifts Monday-Friday (40 hours/week)—both day and night time shifts.

Terms of Employment: Master Agreement

Salary: Master Agreement

Clothing / Personal Protective Equipment/PPE's: Safety glasses, ear plugs & muffs, welding helmet, non-slip rubber-toed shoes/boots (no open toes), custodial uniform, welding gloves, outdoor coat/hat/boots and gloves depending on environmental conditions, vinyl gloves, air masks, goggles, safety mask.

Equipment / Tools: Brooms, mops, rags, buckets, garbage liners and cans, cleaning chemicals, buffers, auto scrubbers, vacuums, carts, dollies, hoses, hand broom, dustpans, ladders of various heights, aerial and other lifts, high pressure cleaners, hoists, crawlers, blow torches, boring tools, calipers, gas welding or brazing or cutting apparatus, portable data input terminals, specialty wrenches, hand tools (such as screwdrivers, pliers, wrenches, pressure gauges, and precision instruments) as well as power tools such as pneumatic wrenches, lathes, welding equipment, pallet jacks, snow blowing equipment and shovels, field marking equipment, computer technology and word processing software, and air compressors.

Qualifications including Education/Skills/Training Required:

The goal is to serve as a school custodian responsible for providing the district's students, staff, parents and guests with a safe, secured, attractive and well maintained grounds and interior facilities. The custodian is responsible for overall maintenance, repairs, sanitation, inventory and safe operation of mechanical systems and equipment. The custodian is to provide exemplary service performance in all aspects of safety, preventive and overall maintenance to ensure all service/repair work performed is completed to specific standards and OSHA regulations. To demonstrate a positive attitude on the job that includes teamwork, school loyalty, cooperation with co-workers, and effective supervision of children, safety mindedness and regular job attendance.

Education/Aptitude: High School graduate or equivalent and preferably vocational training or on-the-job experience in HVAC operations, pool care, mechanical, plumbing and electrical fields. Must proficiently speak, read, write and understand the English language and have demonstrable basic computer skills. Must have knowledge and ability to use a variety of products for cleaning and utilize SDS sheets for precautions and follow OSHA standards.

Licenses/Certification: Valid Minnesota drivers license and must be deemed insurable by the district's insurance carrier. Proper boiler license required. Pool license preferred or willing to attain. Current knowledge of and annual retraining of blood borne pathogen and other safety procedures required.

Experience: Employees in this occupation usually need three years of on-the-job experience

Physical Demands of the Position:

This job is considered frequently medium to occasionally up to very heavy work of a skilled nature as defined by the Department of Labor's Critical Demands of Work (see key). Custodian must be:

- Able to work with constant interruptions during a work shift.
- May be required to work at heights above 10 feet, performing inspections and repairs from ladders, platform aerial lifts and structures.
- Required to have excellent visual and hearing abilities as well as acute senses.
- Must be capable of frequent to constant standing and walking, both within and outside the school buildings and grounds, on variable surfaces to include cement/uneven ground, a variety of interior floor surfaces and exterior surfaces throughout the majority of the work

day.

- It may be necessary to occasionally lift over 100 pounds individually or as part of a team lift.
- Must be capable of occasionally pushing/pulling carts and equipment loaded with or weighing over 1,000 pounds requiring 0-110+ pounds of push/pull strength/force.
- On an occasional basis, must be capable of repetitive squatting, stooping, kneeling, pushing/pulling and bending for variable periods of time.
- Must be capable of getting down to and up from ground level, from a sitting, kneeling or squatting position, laying down and getting back up to a standing position to perform equipment inspections and repairs.
- Must be capable of picking up a 65 lb object from floor/ground level (paint buckets, chalk bags, trash bags, salt, student desks/chairs, event chairs and tables, supplies and other items) and holding/lifting same objects into different positions with one hand while guiding the object with other hand.
- Must be capable of picking up and maneuvering flat and bulky objects weighing 100+ lbs (example: pool pump, scoreboard) which are located on floor/ground level or in awkward positions and also lifting these objects to waist height and shoulder heights; team lifts may also require this same ability.
- Must lift and position light to heavy mechanical parts and supplies while sitting on the floor/ground or while suspended at maximum height while using the aerial lift.
- Must be capable of operating a variety of equipment and handling supply items to include (but not be limited to) aerial lift, snow plows, snow blowers, floor buffers, riding machines, room partitions, bleachers, score boards, cleaning equipment, boiler parts, vacuums, school supplies, cleaning supplies, paint and waxes, salt for snow and soft water treatments, field chalk, industrial size canned and other food supplies.
- Must be capable of working in extreme outdoor weather conditions and seasonal temperatures, humidity and dusty environments, within cramped or awkward quarters, pool pits and at variable heights.
- Must be capable of using and must use all personal protective equipment needed to safely perform the job activities.
- Must be capable of grasping, controlling and using all hand and power tools requiring variable grip forces (estimated up to 40 pounds).
- Must be capable of climbing stairs, step ladders, platform ladders, emergency access ladders to reach top of equipment and buildings as well as storage/shelves

NOTE: The physical demands described above represent real life tasks an employee may need to perform as part of the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions. While the frequency may be low, the above stated physical demands may be required during the course of a daily work shift. Tasks that have physical demands that exceed the above stated limits should only be performed with sufficient manpower or material handling equipment. Other miscellaneous duties may be assigned which fulfill the needs of students and staff.

Knowledge:

Mechanical — Knowledge of machines and tools, including their designs, uses, repair, and maintenance. Equipment and systems can include but are not limited to: electrical, gas

powered heavy equipment, plumbing, HVAC systems, pool and drainage systems, boilers, furnaces,

Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

Transportation — Knowledge of principles and methods for moving people or goods by air, rail, sea, or road, including the relative costs and benefits.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Skills and Abilities:

Repairing — Repairing machines or systems using the needed tools.

Troubleshooting — Determining causes of operating errors and deciding what to do about it.

Equipment Maintenance — Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.

Operation and Control — Controlling operations of equipment or systems.

Operation Monitoring — Watching gauges, dials, or other indicators to make sure a machine is working properly.

Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Quality Control Analysis — Conducting tests and inspections of products, services, or processes to evaluate quality or performance.

Speaking — Talking to others to convey information effectively.

Complex Problem Solving — Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.

Control Precision — The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions.

Arm-Hand Steadiness — The ability to keep hand and arm steady while moving arm or while holding arm and hand in one position.

Manual Dexterity — The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.

Multi-limb Coordination — The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.

Near Vision — The ability to see details at close range (within a few feet of the observer).

Finger Dexterity — The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.

Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

Hearing Sensitivity — The ability to detect or tell the differences between sounds that vary in pitch and loudness.

Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

Inductive Reasoning — The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).

Trunk Strength — The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.

Extent Flexibility — The ability to bend, stretch, twist, or reach with your body, arms, legs.

Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Static Strength — The ability to exert maximum muscle force to lift, push, pull, or carry objects.

Oral Expression — The ability to communicate information and ideas in speaking so others will understand.

KEY TO DEPARTMENT OF LABOR TERMS

In the graph below are the definitions of the five critical demand levels and their specific task criteria:

Sedentary Work	Sitting for 6 hours of an 8 hour work day with lifting of no more than 10 pounds occasionally. Possible frequent lifting of small objects weighing less than 10 pounds such as files and small parts
Light Work (not to be confused with the terms of modified or transitional work)	Lifting no more than 20 pounds on an occasional basis and up to 10 pounds frequently. Typically requires standing and walking for 6 hours of an 8 hour day (certain light jobs may require continuous sitting and entail the consistent use of either hand or foot controls
Medium Work	Maximum occasional lifting of up to 50 pounds; frequent lifting of up to 25 pounds. Typically on feet 6 hours of an eight hour day

Heavy Work	Maximum lifting of up to 100 pounds with frequent lifting of weights up to 50 pounds. Typically standing and walking of 6 hours out of an 8 hour day.
Very Heavy Work	Maximum lifting of over 100 pounds with frequent lifting of weights up to 50 pounds. Standing and walking for the majority of the work day.

The following three frequency levels are also defined by the DOL and applied to work tasks i.e. rare to occasional, frequent and constant (RO/F/C). The DOL definitions of these frequencies are:

Rare to Occasional	0 to 20 times during a shift or 33% of the time
Frequent	20-100 times during a shift or 33-66% of the time
Constant	Over 100 times during a shift or 66-100% of the time

Disclaimer:

The statements in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel in this position. These statements are not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under his or her supervision.

Bargaining Unit: Local 284 Custodians/Mechanics

Approved by Foley School Board on May 7, 2012, revision approved February 27, 2017

Foley Independent School District is an Equal Opportunity/Affirmative Action Employer. The District does not discriminate based on gender, race, national origin, creed, age, marital status or disability and will provide reasonable accommodations to qualified individuals with disabilities.