

WARREN COUNTY SCHOOL DISTRICT
Office of Human Resources
Job Description

Grade 3 Custodian

Supervisor: All Clean

Evaluator: All Clean Head Custodian

Department: Buildings and Grounds

Description

The Grade 3 Custodian is responsible for the custodial upkeep and daily cleaning of his/her assigned building and grounds.

Qualifications

- High school education desired
- Ability to read and write
- Prior building maintenance experience desired
- MSDS knowledge
- Prior supervisory experience desired
- Sewage treatment plant experience desired
- Knowledge of safe use of heavy power equipment and tools
- Ability to work with staff and students
- Ability to lift at least 50 lbs.
- Knowledge of corrective and preventive maintenance work order system

Duties, Responsibilities, and Functions

The essential functions of this position include, but are not limited to, the following:

- Perform routine preventive and corrective maintenance
- Maintain fields and grounds
- Quality assurance program
- Develop work schedules
- Maintain boilers, univents and heating system
- Interior and exterior painting
- Perform custodial tasks
- Train custodial personnel
- Roof repair and maintenance
- Building security
- Maintain equipment

Safety Precautions Associated With This Position

- Frequent turning, stooping, bending, and reaching
- Climbing ladders and walking on roofs
- Moving of equipment and furniture
- Use of power equipment and tools
- Fire prevention and disaster control