

# GOLDENDALE SCHOOL DISTRICT NO. 404

## JOB DESCRIPTION

### TITLE OF POSITION

### BUILDING MAINTENANCE

#### **QUALIFICATIONS:**

1. Knowledge of modern methods and materials of custodial work.
2. Ability to follow directions and work independently.
3. Ability to demonstrate positive demeanor while working with students, staff, and community both in the school setting and at activities.
4. Ability to operate tools and equipment used in custodial work.
5. Ability to observe and report needs for maintenance repair and supplies.
6. Possession of good physical condition and manual dexterity.
7. Ability to lift 100 lbs. occasionally and up to 50 lbs. frequently.
8. Ability to climb and descend ladders up to 50 feet.
9. Ability to be on feet for an 8-hour shift.
10. Ability to perform repetitive motions such as mopping, sweeping, dumping garbage cans, cleaning and scrubbing restrooms.
11. Must have telephone and transportation.
12. Must have knowledge of plumbing, electrical and mechanical repair.
13. Must pass physical.
14. Fingerprinting and background check is required.
15. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **REPORTS TO:**

District Maintenance Supervisor and/or Building Principal.

#### **JOB GOALS:**

To perform custodial duties and routine manual labors to keep school buildings, facilities, and grounds (outdoor trash removal, flowerbeds, etc.) in a clean, neat, orderly, and healthful condition.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Performs general and routine custodial duties.
2. Carries school radio and responds as needed.
3. Assists craftsmen in making repairs to buildings, grounds as needed, and equipment.
4. Operates cleaning and polishing equipment.
5. Cleans classrooms thoroughly on a regular basis.
6. Assists faculty members as requested.
7. Assists in moving equipment, erecting staging scaffolding and such related work. Some heavy lifting required.
8. Performs minor carpentry functions.
9. Assists the principal and/or building principal in developing a long-term maintenance program for the building and grounds (as noted above in job goals).
10. Maintains work and storage areas in an organized and safe fashion.
11. Works with maintenance supervisor and/or building principal in ordering and purchasing needed supplies and materials, and coordinating work orders for the grounds and maintenance to meet emergency and long-term needs.
12. Perform summer jobs delegated as assigned by checklist.
13. Performs such other duties as may be assigned by maintenance supervisor and/or building principal.

#### **TERMS OF EMPLOYMENT: EVALUATION:**

12 months. Salary and work year to be approved by the Board.  
Performance of this position will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of classified personnel.