**Custodian/Maintenance/Lawn Maintenance**

Reports to – Maintenance Supervisor

Regular Hours Worked – 8 hours per day

Terms of Employment – 233 days per year

Assumes responsibility for maintenance in assigned school in areas pertaining to electricity, plumbing, HVAC, hardware, glass, carpentry, and tile; provides quality cleaning tasks for buildings following established practices, standards and methods under the direction of the supervisor; maintains the athletic fields and grounds in accordance with KHSAA guidelines in cooperation with the school’s athletic director and director of maintenance.

**PERFORMANCE RESPONSIBILITIES**

1. Perform lawn maintenance services as required in accordance with established operational procedures, rules and practices; specifically lining and maintaining the athletic fields to KHSAA standards including but not limited to mowing top dressing, fertilizing and pest control of athletic fields.
2. Make time estimates and materials necessary to maintain fields.
3. Performs preventative maintenance in buildings as assigned.
4. Repairs minor breakdowns of maintenance in assigned buildings.
5. Makes withdrawals for all material used from stock.
6. Writes work orders on all work that has been completed within the assigned building.
7. Assumes responsibility for proper use of tools assigned and security of the tools within the building.
8. Assumes responsibility for personal safety and the safety of others regarding the assigned job.
9. Provides information to the manager of renovations for materials to be purchased to complete building maintenance.
10. Cleans offices, classrooms, restrooms, corridors, windows and walls as required by assignment.
11. Operates electrical sweepers, floor machines, wet/dry vacuums, etc.
12. Follows usage instructions/dilution ratios of cleaning chemicals and other custodial products.
13. Cooperates and words closely with lead custodian (where assigned)
14. Performs all work in accordance with established standards, methods and practices.
15. Performs other duties as assigned by the Maintenance Supervisor.

**PHYSICAL DEMANDS**

The work is performed while standing or walking. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push or pull medium weights. The work requires being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment and exposure to dust, fumes and gases.

**MINIMUM QUALIFICATIONS**

1. High School Diploma or G.E.D. with three (3) years successful experience in general maintenance

2. Ability to work with limited supervision

4. Basic skills in all maintenance trades

5. Ability to climb

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Board Chairperson

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Employee