

## **SECTION H**

### **JOB DESCRIPTIONS FOR CLASSIFIED PERSONNEL**

#### **MAINTENANCE POSITIONS**

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## Director of Buildings and Grounds

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**REPORTS TO:** Superintendent

**QUALIFICATIONS:** Holds at least a high school diploma or high school certificate of completion or High School Equivalency Diploma, or shows progress toward obtaining a High School Equivalency Diploma.

**GENERAL RESPONSIBILITIES:** To coordinate and supervise the maintenance, repair, and/or construction of all district-owned equipment, facilities, grounds, and major building functions

**DUTIES:**

1. Regularly inspects all facilities and equipment for cleanliness, safety, security, and preventative maintenance.
2. Supervises grounds maintenance crews to include mowing, fertilizing, and care of trees and shrubbery.
3. Maintains current inventories of all custodial supplies and handles the distribution of custodial supplies from the storage facility. Advises the purchasing agent when reordering is necessary.
4. Assumes primary responsibility for the safe condition of lighting fixtures, electrical apparatus, fixtures, wiring, air-conditioning, and refrigeration units, and similar electric elements in the facilities owned and operated by the district.
5. Instructs custodians and maintenance workers on proper methods of procedure and proper use of tools in electrical and plumbing repair work as well as other general maintenance areas.
6. Assumes primary responsibility for the safe condition of flooring, door frames, doors, window frames, staircases, stair treads, wall paneling, ceiling paneling, hardware and similar structural elements in the facilities owned and operated by the district.
7. Determines which repair and cleaning jobs may be performed by workers on the staff and which must be performed by outside contractors and advises the administration accordingly.
8. Supervises painting crews.
9. Establishes and recommends priorities on repair projects within the area of responsibility.

**Director of Buildings and Grounds (Continued)**

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10. Estimates the cost of repair projects in terms of labor, material, and overhead.
  11. Develops a system for dealing with emergency repair problems with efficiency.
  12. Consults with building principals regarding the establishment of custodial schedules and other building and grounds maintenance to include preventative maintenance programs.
  13. Regularly inspects all facilities for pests and performs pest control on a scheduled basis.
  14. Supervises and assists with snow removal on drives and parking areas.
  15. Supervises maintenance of outdoor sprinklers, waste disposal systems, radiators, boilers, and similar plumbing-related installations.
  16. Assumes primary responsibility for the safe condition of pipes, drains, and plumbing fixtures in the facilities owned by the district.
  17. Supervises all maintenance personnel (both full-time and part-time personnel).
  18. Recommends supplies and equipment for purchase and maintains the inventory of district-owned hand tools, equipment, hardware, materials, and supplies.
  19. Oversees all new/renovation school construction projects.
  20. Performs other duties as assigned.
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## Assistant Maintenance Supervisor

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**REPORTS TO:** Director of Buildings and Grounds

**QUALIFICATIONS:** Holds at least a high school diploma or high school certificate of completion or High School Equivalency Diploma, or shows progress toward obtaining a High School Equivalency Diploma.

**GENERAL RESPONSIBILITIES:** To assist the maintenance supervisor in the repair and/or construction of all district-owned equipment and major building functions.

**DUTIES:**

1. Assist with examining district-owned facilities and equipment on a regular basis for purposes of preventative maintenance.
2. Takes responsibility for the safe condition of lighting fixtures, electrical apparatus, fixtures, wiring, air-conditioning and refrigeration units, and similar electric elements in the facilities owned and operated by the district when supervising repairs, or maintenance checks.
3. Assist in supervising all electrical repair work performed by district personnel.
4. Assist with the instructions for custodians and maintenance workers on proper methods of procedure and proper use of tools in electrical repair work.
5. Assist with the supervision of the installation and operation of all lighting and electrical sound equipment in auditoriums and gymnasiums for all special theatrical, athletic, or other performance events.
6. Takes responsibility for the safe condition of flooring, door frames, doors, window frames, staircases, stair treads, wall paneling, ceiling paneling, hardware, and similar structural elements in the facilities owned and operated by the district when overseeing repairs and maintenance checks.
7. Assist with determining which repair jobs may be performed by workers on the staff and which must be performed by outside contractors, and advises the administration accordingly.
8. Assist with instructing custodians and maintenance workers on the proper use and care of hand tools (such as hammers, saws, chisels, planes), equipment (power saws, drills, rivet guns), hardware (nails, screws, glue), and materials (lumber, acoustical tiles).

**Assistant Maintenance Supervisor (Continued)**

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9. Assist with recommending supplies and equipment for purchase and maintains the inventory of district-owned hand tools, equipment, hardware, materials, and supplies.
10. Takes responsibility for the safe condition of pipes, drains, and plumbing fixtures in the facilities owned by the district when overseeing repairs or general maintenance checks.
11. Assist with the supervising maintenance of outdoor sprinklers, waste disposal systems, radiators, boilers, and similar plumbing-related installations.
12. Assist with instructing custodians and maintenance workers on the proper use of tools in plumbing-related repair work.
13. Assist with estimating the cost of repair projects in terms of labor, material, and overhead.
14. Assist with establishing and recommending priorities on repair projects.
15. Assist with assigning and supervising crews of craftspeople for maintenance work such as replacing worn or defective wiring, switches, faucets, plumbing fixtures, and the like, and repairing fencing, asphalt, concrete, ceilings, roofing, and the like.
16. Assist with laying out and inspects work, and assists crew members.
17. Assist with the development of a system for dealing with emergency repair problems with efficiency.
18. Assist with preparing reports on the cost of work done, materials used, and labor expended.
19. Assist with consulting with Building Principals regarding the establishment of preventative maintenance programs.
20. Assist with advising on the hiring of contractors to perform certain maintenance or repair services.
21. Assist with supervising the preventative maintenance on all district-owned transportation vehicles.
22. Assist with supervising all maintenance personnel (both full-time and part-time personnel).

**Assistant Maintenance Supervisor (Continued)**

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23. Delivers Intra-district mail.

24. Assist with supervising and assisting with snow removal on driveways and parking areas.

25. Performs other duties as assigned.

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ELIZABETHTOWN INDEPENDENT SCHOOLS  
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## Custodian

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**REPORTS TO:** Building Principal

**QUALIFICATIONS:** Holds at least a high school diploma or high school certificate of completion or High School Equivalency Diploma, or shows progress toward obtaining a High School Equivalency Diploma.

**GENERAL RESPONSIBILITIES:** To provide students with a safe, attractive comfortable, clean, and efficient place in which to learn, play, and develop.

**DUTIES:**

1. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
2. Shovels, plows, and/or sands walks, driveways, parking areas, and steps as appropriate.
3. Checks daily to insure that all exit doors are secure and all panic bolts are working properly during the hours of building occupancy.
4. Raises the United States flag at or before 8 a.m. on each school day, and lowers it at or after 3:30 p.m. (This task may or may not be assigned to the custodian by the building principal.)
5. Sweeps classrooms daily and dusts furniture.
6. Cleans corridors after school each day and during the day as needed.
7. Scrubs, hoses down, and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily. Turns off urinals after hours and turns back on in the morning.
8. Washes all windows on both the inside and outside at least twice each year and more frequently, if necessary.
9. Keeps the grounds free from rubbish.

**Custodian (Continued)**

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10. Performs such yard keeping chores as grass cutting, tree trimming, and the like, as necessary to maintain the grounds in a safe and attractive condition.
  11. Keeps all floors in a clean attractive condition and in a good state of preservation.
  12. Makes such minor building repairs as he/she is capable of performing.
  13. Promptly reports major repairs needed to the principal.
  14. Maintains on a regular schedule changing of filters and keeps appropriate records.
  15. Reports immediately to the principal any damage to school property.
  16. Remains on the school premises during school hours and during non-school hours when the use of the building has been authorized and his attendance is required by the principal.
  17. Assumes responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured, all lights, except those left on for safety reasons, are turned off, and that the alarm system is turned on and working properly.
  18. Keeps an inventory of supplies, equipment, and requisitions as needed replacements from the principal far enough in advance so that they may be delivered in such time as will not hinder the custodian in his duties.
  19. Conducts an ongoing program of general maintenance, upkeep, and repair.
  20. Moves furniture or equipment within the building as required for various activities and as directed by the principal.
  21. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
  22. Assumes responsibility for the safe condition of building entrances and corridors.
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**Custodian (Continued)**

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- 23. Together with the superintendent and principal, develops a daily schedule that is then kept as appropriate.
- 24. Performs other duties as may be assigned by the building principal.
- 25. Should be able to lift up to 30 pounds.

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ELIZABETHTOWN INDEPENDENT SCHOOLS

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## Flex-Custodian-District Events/School Coverage as Needed

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**REPORTS TO:** Director of Buildings and Grounds

**QUALIFICATIONS:** Holds at least a high school diploma or high school certificate of completion or High School Equivalency Diploma, or shows progress toward obtaining a High School Equivalency Diploma.

**GENERAL RESPONSIBILITIES:** To provide students with a safe, attractive comfortable, clean, and efficient place in which to learn, play, and develop. To work shifts and days in conjunction with sport schedules and school coverage as needed.

**DUTIES:** Athletic Facilities to include: Athletic Complex, Press Box, Softball, Baseball, and Pool located on TK Stone Campus

1. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
2. Regulates heat and ventilation to provide temperatures appropriate to the season and to insure economical usage of fuel, water, and electricity.
3. Shovels, plows, and/or sands walks, driveways, parking areas, and steps as appropriate.
4. Insure that all exit doors and areas are secure.
5. Raise/Lower the United States flag based on the schedule of events.
6. Clean restrooms at the above facilities to include: Scrubbing and disinfecting toilets, sinks, water fountains, and floors.
7. Clean locker rooms at the above facilities on a daily basis during sports seasons.
8. Clean concession area floors and remove the trash.
9. Washes all windows on both the inside and outside at least twice each year and more frequently, if necessary at the above facilities.
10. Empties trash in all areas and keeps the grounds free from rubbish.
11. Report any maintenance or repairs needed to the immediate supervisor.

**Flex-Custodian (Continued)**

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**GENERAL DUTIES: At All Schools**

1. Keeps building and premises, including sidewalks, driveways, and play areas neat and clean at all times.
2. Regulates heat and ventilation to provide temperatures appropriate to the season and to insure economical usage of fuel, water, and electricity.
3. Shovels, plows, and/or sands walks, driveways, parking areas, and steps as appropriate.
4. Checks daily to insure that all exit doors are secure and all panic bolts are working properly during the hours of building occupancy.
5. Raises the United States flag at or before 8 a.m. on each school day, and lowers it at or after 3:30 p.m. (This task may or may not be assigned to the custodian by the building principal.)
6. Sweeps classrooms daily and dusts furniture.
7. Cleans corridors after school each day and during the day as needed.
8. Scrubs, hoses down, and disinfects toilet floors daily, and cleans all sanitary fixtures and drinking fountains daily.
9. Washes all windows on both the inside and outside at least twice each year and more frequently, if necessary.
10. Keeps the grounds free from rubbish.
11. Performs such yard keeping chores like grass cutting, tree trimming, and the like, as necessary to maintain the grounds in a safe and attractive condition. Raking mulch on playgrounds at district facilities throughout the year.
12. Keeps all floors in a clean attractive condition and in a good state of preservation.
13. Cleans whiteboards as requested.
14. Makes such minor building repairs as he/she is capable of performing.
15. Promptly reports major repairs needed to the principal.

**Flex-Custodian (Continued)**

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16. Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing, and keeps appropriate records.
17. Reports immediately to the principal any damage to school property.
18. Remains on the school premises during school hours and during non-school hours when the use of the building has been authorized and his attendance is required by the principal.
19. Assumes responsibility for the opening and closing of the building each school day and for determining, before leaving, that all doors and windows are secured, all lights, except those left on for safety reasons, are turned off, and that the alarm system is turned on and working properly.
20. Keeps an inventory of supplies, equipment, and requisitions such as replacements from the principal far enough in advance so that they may be delivered in such time as will not hinder the custodian in his duties.
21. Conducts an ongoing program of general maintenance, upkeep, and repair.
22. Moves furniture or equipment within the building as required for various activities and as directed by the principal.
23. Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
24. Assumes responsibility for the safe condition of building entrances and corridors.
25. Conducts periodic inspections and tests of all electrical installations in the school to insure their safe condition, and keeps appropriate records.
26. Together with the superintendent and principal, develops a daily schedule that is then kept as appropriate.
27. Performs other duties as may be assigned by the building principal.

## Maintenance Worker

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**REPORTS TO:** Director of Buildings and Grounds

**QUALIFICATIONS:** Holds at least a high school diploma or high school certificate of completion or High School Equivalency Diploma, or shows progress toward obtaining a High School Equivalency Diploma.

**GENERAL RESPONSIBILITIES:** To assist in the maintenance of all district-owned facilities and equipment.

**DUTIES:**

1. Assists in general work on buildings, grounds, and vehicles.
2. Assists in cleaning and servicing air conditioning, and furnaces.
3. Assists in repairing plumbing, and electrical equipment.
4. Works as a carpenter, concrete finisher, bricklayer, and playground equipment installer and repair person or as a helper for the above tasks.
5. Assists in hauling equipment when necessary.
6. Assists in providing substitute custodial and maintenance tasks as needed.
7. Performs other duties as assigned by the immediate supervisor.

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ELIZABETHTOWN INDEPENDENT SCHOOLS

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## Substitute Custodian

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**REPORTS TO:** Building Principal

**QUALIFICATIONS:** High school diploma, G.E.D., certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law, and any other criteria as established by the Board of Education

**GENERAL RESPONSIBILITIES:** To perform custodial activities at an assigned school site or facility to maintain buildings, locker rooms, and adjacent grounds areas; to provide students with a safe, attractive comfortable, clean, and efficient place in which to learn, play, and develop.

**DUTIES:**

1. Perform routine custodial activities as assigned; sweep, scrub, mop, wax, and polish floors; vacuum rugs and carpets in classrooms, offices, workshops, and other assigned work areas.
2. Clean classrooms, restrooms, showers, locker rooms, shops, cafeteria, offices, and related facilities as assigned; sweep, mop, and clean gymnasium floor as assigned; spot mop spills and remove gum and debris; clean tables, chairs, and floors after lunch periods as assigned.
3. Keep building and premises, including sidewalks, driveways, and play areas neat and clean. Shovel, plow, and/or sand walks, driveways, parking areas, and steps as requested. Keep the grounds free from rubbish.
4. Sweep classrooms daily and dust furniture.
5. Clean corridors after school each day and during the day as needed.
6. Clean and disinfect drinking fountains, sinks, toilets, showers, and urinals; clean mirrors, tile, and windows.
7. Promptly report major repairs needed to the principal. Report immediately to the principal any damage to school property.

**Substitute Custodian (Continued)**

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8. Report safety, sanitary and fire hazards to appropriate authority; report and recommend need for maintenance repairs to appropriate authority; maintain security of buildings; report suspicious or unauthorized individuals on campus; report infractions or rules to supervisor.
9. Clean marker boards and empty pencil sharpeners; assemble, move and arrange furniture, supplies, and equipment in preparing classrooms and multi-purpose rooms for special events or meetings.
10. Dust and polish furniture and woodwork and make minor, non-technical repairs as directed.
11. Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; turn alarm system off in the morning and on in the evenings as directed.
12. Pick up and rake paper, trash, and debris around school grounds and in buildings; sweep and clean walkways and entrances; dispose of trash according to established procedures; wash out trash cans and follow established sanitation procedures and standards. Comply with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
13. Perform yard keeping chores as directed to maintain the grounds in a safe and attractive condition.
14. Operate cleaning equipment such as vacuums, floor stripper, cleaning, buffer and polisher, carpet shampooer, scrubbers, high-pressure sprayer, manual and power sweepers, and power blower as assigned.
15. Pack, unpack, load, receive and store books, supplies, materials, and other items as requested.
16. Respond to emergency cleanups such as spills; maintain records of observed maintenance, repair needs, and safety issues.
17. Participate in major cleaning projects as assigned.

**Substitute Custodian (Continued)**

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18. Assume responsibility for the safe condition of building entrances and corridors.
19. Remain on the school premises during school hours and during non-school hours when the use of the building has been authorized and the substitute custodian's attendance is needed by the principal
20. Perform other duties as may be assigned by the building principal.

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April 18, 2016

ELIZABETHTOWN INDEPENDENT SCHOOLS

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