

MENIFEE COUNTY SCHOOLS

POSITION: Custodian/Maintenance (Former Maintenance Assistant)

POSITION SUMMARY: Perform skilled maintenance, repair and construction of District buildings and equipment in one or more craft or trade; assist other trades personnel as needed and work independently in trades such as painting, glazing and plastering.

REPORTS TO: Facilities Director

PERFORMANCE RESPONSIBILITIES:

1. Perform a variety of maintenance and repair work independently as instructed or assist other skilled trade personnel to maintain school buildings, facilities and grounds in proper condition.
2. Perform a variety of building maintenance duties including repairing carpeting, drapes, plaster and drywall, repairing or replacing air vents, screens, barriers, skylights and lockers, replacing ceramic, ceiling and floor tile and performing minor or emergency roof repairs; remove and board broken windows.
3. Maintain grounds, facilities and equipment including installing and repairing wire fences, mesh wires, signs and playground equipment.
4. Repair, assemble, install and assist in the construction of doors, partitions, furniture, counters bulletin boards, chalk boards, shelving and other items; set up for special events; move furniture.
5. Perform cement work such as mixing, pouring and finishing cement; patch asphalt and cement lay and repair asphalt.
6. Prepare surfaces for painting; apply finishes and coverings using brushes, rollers, spray equipment and cutters necessary.
7. Perform routine maintenance and repairs on doorknobs, locks, hinges, closures, strike plates and panic bars.
8. Maintain routine records related to maintenance activities.
9. Operate a variety of equipment and machines such as trucks, saws, drills, sanders, pipe threads, welding equipment and other hand and power tools; operate a forklift as required.
10. Perform related duties as assigned.

EDUCATION: Any combination equivalent to a high school diploma, G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. or is provided an opportunity by the District upon employment to obtain a High School Equivalency Diploma at no cost to the employee.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

