

Custodial and Maintenance Engineer Job Description

TITLE: Custodial and Maintenance Engineer

QUALIFICATIONS:

- High School Diploma
- A Certificate of Good Health signed by a licensed Physician
- Ability to lift a minimum of 50 lbs.
- Employment Experience in Custodial and Maintenance Fields

REPORTS TO: Director of Special Education or his/her Designee

FUNCTION: To provide Custodial and Maintenance services Kendall County Special Education Cooperative (KCSEC) Facilities and Grounds

RESPONSIBILITIES

Professional Performance Responsibilities: KCSEC Opportunity School and KCSEC Administrative Center

A. Custodial:

- 1) Sweeps and cleans classrooms, all other learning stations, offices, conference rooms and dining areas daily.
- 2) Sweeps and cleans corridors after school each day and during the day when conditions are required.
- 3) Scrubs and disinfects toilet floors daily and cleans all sanitary fixtures and drinking fountains daily.
- 4) Washes all windows on both the inside and outside at least twice each year, and more frequently if necessary. Washes main entrances and office area windows daily.
- 5) Keeps all floors in a clean and attractive condition and in a good state of preservation. Halls and vestibules must be done at least twice a day, once in the morning and once in the afternoon.
- 6) Cleans all chalkboards and empties wastebaskets daily.
- 7) Makes such minor building repairs, as he/she is capable of.

- 8) Remains on the school or Cooperative premises during school hours, and during non-school hours when the use of the building(s) has been authorized and his/her attendance required by the Director of Special Education or his/her designee.
- 9) Assumes responsibility for the opening and closing of the building(s) each school day and for determining, before leaving, that all doors and windows are secured, and all lights, except those left on for safety reasons, are turned off.
- 10) Moves furniture or arranges for movement of Cooperative Member District furniture or equipment within buildings as required for various activities and as directed by Director of Special Education or his/her Designee.
- 11) Complies with local laws and procedures for the storage and disposal of trash, rubbish, and waste.
- 12) Assists in keeping the grounds free from rubbish and litter.
- 13) Assists with snow removal that is not handled by the contracted providers.
- 14) Cleans up glass and other hazardous materials.
- 15) Changes light bulbs.
- 16) Keeps an inventory of supplies and equipment.
- 17) Performs all other assignments and responsibilities as directed Director of Special Education or his/her Designee.
- 18) Is courteous, thoughtful, considerate and neat at all times.
- 19) Dresses neatly while school is in session and for any scheduled weekend work.
- 20) Communicates with Director of Special Education or his/her designee as required about supplies, problems, schedules, time off, etc.

B. Maintenance:

- 1) Supervises the maintenance of grounds, trees, bushes, entrance's, and parking lots with contracted providers.
- 2) Supervises with providers contracted yard keeping chores as grass cutting and

hedge trimming, as necessary, to maintain the grounds in a safe and attractive condition.

- 3) Supervises the keeping of entrances and sidewalks free of snow and ice.
- 4) Conducts an ongoing program of general maintenance and upkeep.
- 5) Makes minor building repairs.
- 6) Reports the need of major repairs promptly to the Director of Special Education or his/her Designee.
- 7) Reports immediately to the Director of Special Education or his/her Designee any damage to KCSEC property.
- 8) Provides for emergency replacement of broken windows.
- 9) Assumes responsibility for fire safety.
- 10) Affects a regular program as needed, inspecting building and grounds.
- 11) Checks boilers, pumps, all equipment and air conditioner depending on season.
- 12) Train as needed in cleaning, methods and maintenance.
- 13) Conducts monthly walk-through of building to document condition of buildings.
- 14) Communicates as required with building Director of Special Education or his/her Designee regarding activities in building, problems, time off, vacation days, etc.
- 15) Prepares requisitions needed for replacement of supplies.
- 16) Keeps on-going records, schedules etc. regarding supplies, maintenance, and activities.
- 17) Sets up schedules and procedures with Director of Special Education or his/her Designee using work orders.
- 18) Is flexible with hours as needed.
- 19) Works with Director of Special Education or his/her Designee on all programs, training, maintenance, and supplies using work orders.

21) Schedule can be changed at any time by approval Director of Special Education or his/her Designee

22) Keeps time records regarding all custodial and maintenance activities.

C. Completes all other duties as assigned by the Director of Special Education or his/her Designee

EVALUATION: Annually by the Director of Special Education or his/her Designee