

# PROSPECT HEIGHTS D23

## JOB DESCRIPTION

Job Title: **Maintenance Technician / Custodial Services Coordinator**  
 Pay Schedule/Range: **\$45,000 - \$60,000**  
 Prepared/Revised Date: **November 27, 2018**

Reports To: **Director, Buildings & Grounds**  
 FLSA Status: **Non-exempt**  
 Work Year: **July 1 – June 30 (261 days)**

**SUMMARY:** Responsible for the general maintenance and repair of building structures, furniture, controls, and equipment. Duties require basic skills in the areas of HVAC, electrical, plumbing, painting, carpentry, welding, controls, and/or locksmithing.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

Job Tasks Descriptions	Frequency	% of Time
1. Respond to and manage work order requests as as assigned in a timely and efficient manner.	D	45%
2. Perform supplemental landscaping services	D	20%
3. Perform snow removal as needed.	M	5%
4. Coordinate custodial services, building setups, and facility rental groups	D	15%
5. Provide custodial staff training and supervision	D	2%
6. Maintain district vehicles by washing, cleaning, and keeping required maintenance schedules.	W	1%
7. Move, arrange, and repair furniture.	M	2%
8. Assist supervisor in scheduling, coordinating, and overseeing various maintenance programs.	D	5%
9. Maintain inventory and recommend purchase of suitable supplies, parts, and tools.	D	3%
10. Perform other duties as assigned.	Ongoing	2%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent.
- Over three years of experience in custodial services.

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Valid driver’s license
- Criminal background check required for hire; employment contingent on appropriate results

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication and interpersonal skills
- Time management and problem solving skills
- Strong customer service and public relations skills
- Oral and written English language skills
- Thorough knowledge and skills related to maintenance procedures, equipment, tools, best practices, and codes
- Ability to work flexible hours
- Ability to operate various hand and power tools
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions and respond to management direction
- Above average ability to troubleshoot systems and controls
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with all people, including those from diverse ethnic and educational backgrounds. Willingness to contribute to cultural diversity for educational enrichment.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with computers, basic computer software, and peripherals.

- Operating knowledge of and experience with email, building automation systems, work order systems.
- Operating knowledge of hand, power, and diagnostic tools

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	<b>POSITION TITLE</b>
<b>Reports to:</b>	Director, Buildings & Grounds

	<b>POSITION TITLE</b>	<b># of EMPLOYEES</b>
<b>Direct reports:</b>	Custodial Department	10

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee is frequently required sit and taste or smell. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**WORK ENVIRONMENT:** While performing the duties of this job, the employee is regularly exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, outside weather conditions, and vibration. The employee is occasionally exposed to high, precarious places, and risk of electrical shock. The noise level in the work environment is usually loud.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to communicate, copy, use interpersonal skills, coordinate, compare, compute, compile, and analyze. The employee is frequently required to instruct and evaluate. The employee is occasionally required to synthesize and negotiate.