

Tri-County Area School District
Plainfield WI 54966

JOB DESCRIPTION

Position Title: **Custodian II**

JD SS 407
Updated: April 09

Qualifications:

- Possess a valid Wisconsin driver's license.
- Possess a high school diploma or GED certificate.
- Technical School or combined experience in areas of mechanics, plumbing, electricity, desirable but not required.
- Previous experience as a custodian.
- Physically able to perform the tasks assigned to the position.
- Initiate, desire to perform duties is essential.
- Able to work without direction, a self-starter.
- Demonstrate the ability to communicate effectively with the supervisor and other personnel and public with which he/she might have contact.
- Shall evidence an attitude or actual experience that will indicate suitability to work in a child centered environment.
- Evidence of positive previous employment record.
- Demonstrate good personal hygiene.
- Ability to work well with others in a team environment.
- Ability to accept direction from supervisors.
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.
- Ability to be able to lead and manage others effectively.

Immediate Supervisor: Supervisor of Buildings and Grounds

Position Function:

This position involves work in all phases of the building cleaning and maintenance including but not limited to: sweeping, dry mopping, wet mopping, cleaning of restrooms, furniture, windows, and other portions of the school plant facility; maintenance of the building grounds including but not limited to the athletic complexes, mowing, exterior and interior facility repair, equipment, repair, cafeteria equipment repair, minor electrical repair, minor construction. Custodian II will also participate in snow removal activities as conditions warrant. During the summer months, Custodian II will be assigned to a work crew as the needs of the District warrant. Custodian II may also be responsible for directing the work activities of other custodial personnel, student workers, or summer employees, but will not evaluate, hire, or discipline personnel.

Specific Responsibilities:

1. Custodian II will have all of the Custodian I responsibilities in addition to the others listed herein.
2. Shall be fully versed on all of the custodial jobs and routines.
3. Under the direction of the Supervisor of Buildings and Grounds, or in the absence of the Supervisor, be responsible for the uninterrupted and comfortable operation of the school and school facilities.
4. Shall assist in the operation and maintenance of the school and school facilities during emergencies and off hours as needed or in the case of illness of other custodial staff.
5. Custodian II shall have considerable knowledge of the equipment and equipment operation found in the school building and on the school grounds.
6. Plan and direct work of other custodial personnel and suggest operational or maintenance needs to supervisory personnel.
7. Take and record readings on all machinery and make entries in to appropriate log books or journals.
8. Operate heating and air conditioning systems.
9. Recognize and report or repair equipment breakdown.
10. Do preventative maintenance on equipment, facilities and grounds.
11. Other such custodial, maintenance, and related duties as may be assigned.

Terms of Employment: Salary and work year to be established by the board of education.

Evaluation: Performance of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the Supervisor of Buildings & Grounds.