

FNSBSD JOB DESCRIPTION	
<i>Job Title:</i> Custodian	
<i>Supervisor:</i> Zone Manager	<i>Classification:</i> Classified (ESSA)
<i>Days/Months:</i> 9, 10, or 12 months	<i>Grade:</i> 5

Job Summary

Custodians perform manual and equipment-assisted heavy cleaning and light minor maintenance functions. Primary responsibility is for the proper methods and use of materials, products, and equipment in maintaining the cleanliness, appearance, and sanitation of assigned facilities. Completes safety checks and monitors mechanical systems. May be assigned to the carpet crew, the grounds crew, or assigned to other districtwide custodial duties.

Essential Job Functions

Floors (tile, concrete, linoleum, rubber tile & sheet): stripping, scrubbing, buffing and finishing; cove base cleaning; tile and cove base repair and replacement.

Walls, ceilings, chalkboards: wash and sanitize, spot removal, painting during summer refurbishing; vandalism repair to include paint and spackle work; replacement of ceiling tiles.

Desks, cabinets, shelves: wash and sanitize; move, dust, polish; minor repairs such as gluing, screw tightening, or replacement; assembling new furniture.

Bathrooms, drinking fountains, locker rooms: wash, scour, polish, sanitize; minor repairs such as faucet washer replacement, flush-o-meter adjustment and repair; mirror replacement; replacement of paper towel and toilet paper holders; replenish all paper and soap dispensers on a daily basis.

Trash removal: empty, replace liners, wash, sanitize; repaint inside and out all trash receptacles; trash pickup inside and outside of the facility.

Building exterior maintenance: lawn care such as refurbishing, fertilizing, seeding, watering, mowing, raking, weed/brush cutting and removal; flag raising and lowering if the flag is not lit by exterior lighting; flower bed preparation and maintenance; bulb replacement in exterior lights, glass cleaning, wall cleaning; minor trim painting or touch-up, removal of graffiti and/or eggs or other matter used to vandalize a facility; snow and ice removal by hand or motorized snow blower or small tractor; flooding of ice rinks, marking of parking lots and playing fields; weekly playground inspections and minor repairs to playground equipment (no welding repair).

Building interior minor maintenance such as: unblocking plumbing fixtures, replacing flush-o-meters and tap washers; repairing wood or metal furniture with glue, screws, nuts and bolts; minor patching of holes in walls and dividers; brush and spray painting fixtures, rooms and furniture. Tighten and/or replace bolts, nuts, screws, and nails in desks, door dividers, lockers, gymnasium equipment, chairs, tables, playground equipment, and custodial equipment. Installation of dispensers and pencil sharpeners; installation of shelves that require only the use of a screwdriver, hammer, tape measure, small drill, wood screws, nails, or sanders; replace light bulbs that only require turning off a switch, use of ladder or scaffold, light bulb changing pole, and screw in/out bulbs. No wiring, switches or ballasts will be repaired or replaced by custodians. Report need for repairs to a supervisor.

Check heating and ventilation systems daily for proper performance and change filters as designated by facilities management. Heating and air handling systems care and cleaning such as: routine checking of gauges; cleaning and replacing filters; identifying problems and the need for repair and submitting the needed work orders; and daily mechanical room checks.

Non-Essential Job Functions

Performs other job-related duties as assigned.

Equipment Used

Backpack vacuum cleaners, standard vacuum cleaners, buffers (regular and high speed), auto scrubbers, shampooers, hot water extractors, window washers, high pressure and steam washers, brooms, mops, ladders, scaffolding, man lift, snow blowers, lawn mowers and lawn watering equipment, brush cutters, chain saws and sanders.

Independent Decisions

Minor decisions when working alone, based on previous written or verbal guidance.

Primary Working Contacts

Maintenance and building rentals personnel, academic staff, students, and the public.

Responsibility for Cash, Equipment, Safety

Responsible for the routine care and maintenance of assigned cleaning equipment and the safe use of equipment and caustic cleaning supplies; basic knowledge of fire/life/safety requirements and codes; reporting of violations and/or unsafe situations to a supervisor.

Supervision Received and Exercised

Supervised by the zone manager and receives is given oral and written instructions, on-the-job training, daily and routine inspections of work by the lead custodian. Occasionally called upon to act as lead custodian or to supervise a substitute custodian.

Unusual Working Conditions

Nightly and/or periodic weekend work alone in a facility; working on high ladders, scaffolding, and on roofs; working outdoors on snow removal or ice rinks in extreme cold; exposure to mildly toxic cleaning chemicals.

Evaluation

Annual written evaluation.

Physical and Mental Demands

The physical demands of this position require frequent standing, walking, sitting, speaking, and hearing. Requires visual acuity to operate equipment and read technical and safety information. The employee is regularly required to reach with his/her hands and arms and occasionally lift items weighing up to 50 lbs. at least waist high. Must be able to use carts, ladders, dollies, and stools to assist in moving or shelving items. Must have physical fitness, strength, agility, and stamina to work on ladders, scaffolding, and roofs; be able to be on their feet for prolonged periods, and to do light to medium manual tasks such as digging, snow shoveling and furniture moving in a safe manner. Must have dexterity of hands and fingers to operate tools and equipment. Repetitive motions with wrists, hands, and fingers may also be required. Additionally, the employee must be able to communicate by oral and written means in an appropriate business manner and have cognitive skills to understand instructions, readily recall facts and details, handle conflict, and make effective decisions under pressure.

The Fairbanks North Star Borough School District is committed to providing reasonable accommodations, according to the applicable state and federal laws, to all individuals with qualified physical or mental disabilities.

Job Qualifications

The following are required:

1. High school diploma or GED equivalent.
2. Must have physical fitness, strength, agility, and stamina to work on ladders, scaffolding, and roofs; be able to lift at least 50 lbs. waist high, be on feet for prolonged periods, and do light to medium manual tasks such as digging, snow shoveling, and furniture moving in a safe manner.
3. Must have knowledge and ability to perform assigned duties with little training.
4. Must have a basic knowledge of minor building maintenance.
5. Must be able to read, write, understand, and follow written and verbal instructions in English.
6. Depending on specific duties and work locations, a valid State of Alaska driver's license may be required.

The following is preferred:

1. One (1) year of heavy industrial, hospital, or school cleaning experience, with emphasis on floor (tile and carpet) care and high cleanliness standards.

Additional Job Information

Fairbanks North Star Borough School District employees must possess the ability to read and write in English. This includes the ability to communicate in English with school staff, coworkers, and the public. Employees must also have the ability to comprehend and carry out oral and written directions and understand and follow English instructions and written documents.

The Fairbanks North Star Borough School District is an Equal Opportunity Employer.