

Maintenance/Custodial Floater

Job Title: Maintenance/Custodial Floater
Department: Maintenance/Custodial
Reports to: Supervisor of Buildings and Grounds
Classification: Non-exempt
Category: Support Staff

Summary

The maintenance staff is responsible for repair and upkeep of district facilities.

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, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Adapt to changes in scheduled work hours (7:00 to 4:00) to meet maintenance requirements of the District and to provide coverage at all buildings due to custodial absences, short- and long-term. Able and willing to help with snow removal and routine custodial work (cleaning, dusting, scrubbing, etc.) as assigned.
- Physically able to do manual labor including lifting, mopping, operating machinery, and repairs.
- Become familiar with all school buildings to provide and perform daily cleaning tasks.
- Operate and maintain diesel and gas tractors as well as other engines and maintenance equipment.
- Assist with upkeep of buildings, equipment, and grounds. Assist in providing building security, lighting, temperature control, and appearance at all buildings.
- Able to prioritize jobs and work closely with building administrators, teachers, other staff members, and the public.
- Must be a licensed driver with ability to operate all school vehicles in a safe and proper manner.
- Assist with inventory control and accounting.
- Must have basic carpentry and plumbing skills. Assist with painting.
- Assist in loading and unloading groceries and supplies from the central warehouse.
- Assist with the set-up and/or take-down of equipment for scheduled activities.
- Other duties as assigned and/or prescribed by Maryville R-II School District policies and procedures.

Supervisory Duties

None

Qualifications

- High School Diploma or GED Equivalent.
- Physically able to do manual labor including lifting, repairs, and operating machinery.
- Skilled in operation and care of diesel and gasoline tractors and small engines.
- Skilled in operation and care of all grounds, custodial, and shop equipment.
- Basic carpentry and plumbing skills.
- Self-motivation and pride in quality building and grounds maintenance.

Skills and Abilities

Language

An individual who holds this position must have the ability to:

Read and interpret documents such as safety rules, operating and maintenance instructions and procedural manuals.

Write routine reports and memos.

Respond to requests from staff members.

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Computation

An individual who holds this position must have the ability to:
Add, subtract, multiply and divide using units of American money, weight, volume and distance.
Apply concepts of basic algebra and geometry.

Reasoning

An individual who holds this position must have the ability to:
Solve practical problems.
Interpret instructions given orally, in writing by diagram or form.

Technology

Basic computer skills including the ability to use computer-based maintenance schedules and requests.

Physical Demands

The physical demands described here 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 essential functions.

- While performing these duties, the employee is frequently required to stand, walk, use hands and fingers to handle or feel objects tools or controls and talk and hear.
- The employee is frequently required to reach, climb, bend, squat, stoop and kneel.
- The employee continuously uses hand strength to grasp and use tools and climb ladders.
- The employee must frequently lift or move up to 50 pounds. Occasionally the employee will lift or move up to 90 pounds. The employees will frequently push or pull items such as tables, scaffolds and air compressors.
- Specific vision requirements include close and peripheral vision, depth perception and ability to focus.

Attendance

Consistent and regular attendance is an essential function of this position.

Conditions and Environment

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

While performing the duties of this job the employee regularly works indoors and occasionally works outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals. The employee will frequently work alone and will occasionally work irregular or extended hours. The noise level of the work environment is usually moderate but can occasionally be loud.