

MASON COUNTY SCHOOLS

Job Description

POSITION: Custodian I, II, III, IV

IMMEDIATE SUPERVISOR: Building Principal; Supervisor of Facility

EMPLOYMENT Minimum 200 days annually, pursuant to WV Code

TERM: §18A-4-8; extended employment terms may be established.

SALARY: Pursuant to WV Code §18A-4-8a, in accordance with

Mason County Salary Scale, **Pay Grade A, B, C, or D**

commensurate with experience and education level

EVALUATION: Performance in this position will be evaluated annually by

the building principal/immediate supervisor and in

accordance with WV State Code §18A-2-12, WV State Board

Policy 5314.

JOB SUMMARY: The custodian keeps the county buildings in such a state of operating excellence that they present no problems or interruptions to the educational program. The custodian performs assigned custodial duties and repairs and receives supervision from the building administrator.

PERFORMANCE RESPONSIBILITIES: Additional duties may be assigned.

§ Maintains regular attendance.

§ Cleans and preserves designated spaces, equipment, etc. in the building.

§ Cleans classrooms, offices, libraries, restrooms and common areas including but not limited to chalkboards, dusting, emptying trash receptacles, vacuuming and washing windows.

§ Scrubs, mops, disinfects and polishes hard-surfaced floors in restrooms, cafeteria, hallways, classrooms, etc., as required.

§ Performs minor maintenance and repairs.

§ Immediately reports any vandalism or other school property to his/her supervisor.

§ Assumes responsibility for the security of the building—all doors and windows locked and lights turned off as needed before leaving the building for the night.

§ Maintains an inventory of supplies and equipment and informs the head custodian of needs in advance so as not to hinder the continued performance of the building custodial duties.

§ Complies with County Policies.

§ Receives permission from building principal/supervisor to work in excess of 40 hours per week.

§ Performs minor plumbing, electrical, painting and minor repairs in the building.

§ Moves furniture and equipment and assists in special events or presentations.

§ Corrects minor safety hazards when observed and/or immediately refers major safety hazards to building supervisor.

§ Maintains confidentiality.

§ In the case of the head custodian, assigns and reviews specific tasks and work areas to custodians assigned to the facility.

QUALIFICATIONS:

High School diploma or equivalent, pursuant to WV Code §18A-2-5; Criminal background check conducted pursuant to WV Code §18-5-15c; Meet the definition of “Qualifications” in WV Code §18A-4-8b; demonstrated competency, pursuant to

WV Code §18A-4-8e (state-approved competency test) as required.

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.

“**Custodian I**’ means personnel employed to keep buildings clean and free of refuse; **‘Custodian II**’ means personnel employed as a watchman or groundsman; **‘Custodian III**’ means personnel employed to keep buildings clean and free of refuse, to operate the heating or cooling systems and to make minor repairs; **‘Custodian IV**’ means personnel employed as head custodians. In addition to providing services as defined in ‘Custodian III’ their duties may include supervising other custodian personnel (Pursuant to WV Code §18A-4-8).

§ Ability to effectively present information and respond to questions from administrators, staff and the general public.

§ Ability to apply concepts such as fractions, percentages, ratios and proportions to practical situations consistent with the duties of the position.

§ Ability to interface effectively with other departments, school personnel, other maintenance staff and business contacts from outside the county.

§ Ability to pass written and physical tests that are directly related to the position.

§ Ability to establish and maintain effective working relationships with students, staff and community.

§ Ability to perform duties in full compliance with all county requirements and the Board of Education policies.

§ Ability to read and comply with labels and safety warnings on cleaning agents and hazardous materials.

§ Ability to perform strenuous physical activity related to custodial duties.

§ Ability to work under minimal or no supervision; be an effective self-starter.

§ Ability to understand and follow both written and oral directions.

§ Complete necessary training and in-service as required by the county.

§ Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists consistent with the duties of this position.

§ Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

PHYSICAL DEMANDS:

The physical demands described 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.

While performing the duties of this job, the employee is frequently required to stoop, reach, stand, walk, lift, pull, push, grasp, talk, hear, see, climb a ladder a minimum of six feet and use repetitive motions. While performing the duties of this job the employee may **frequently lift and or move up to 75 pounds** of materials, etc. Specific vision abilities required by this job include close vision such as to read handwritten or typed material and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The temperature in the work environment can range from below freezing when working outdoors to in excess of 90°F when working in the furnace room or kitchen areas or on roof tops. The work surface can be slippery when mopping/ stripping floors or completing snow removal. The noise level in the work environment is moderate to loud (60 -90 dB).

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned by the Superintendent or his/her designee.