

**JOB DESCRIPTION**  
**ADMINISTRATIVE REGULATION GCA-R MC**

**1:0 MAINTENANCE CUSTODIAN**

**2:0 LINE AND STAFF RELATIONSHIP**

2:1 The Maintenance Custodian reports to and is evaluated by the Building Principal or his/her designee.

**3:0 FUNCTIONS AND DUTIES- THE MAINTENANCE CUSTODIAN**

3:1 The Maintenance Custodian All Buildings position's primary function is to perform the core essential duties of a building custodian in a building assigned by the Facility Manager. The position requires flexibility in the assignment by the Facility Manager. The Maintenance/Custodian All Buildings position requires a skill set that is able to inspect and perform general maintenance repairs and renovations to all building. Maintenance duties are semi-skilled and do not require journeyman trade of craft knowledge. The Maintenance/Custodian All Buildings position requires the ability to inspect, facilities and conduct minor maintenance on building, fixtures, furnishings, cleaning snow removal and grounds keeping equipment. The Maintenance/Custodian All Buildings is able to troubleshoot maintenance problems; and handle coordinate repairs and renovations with the facilities manager that may include the coordination of services provided by outside vendors.

**CORE ESSENTIAL DUTIES AND RESPONSIBILITIES**

3:1:1 The Maintenance Custodian essential duties and responsibilities is to perform routine custodial maintenance, cleaning, and grounds keeping tasks in assigned school buildings and grounds. Additionally, this position may be assigned to other maintenance duties as directed by Facilities Manager. The work is performed under the direct supervision of the Facilities Manager. The custodial/maintenance employee may also take direction and suggestions from the building principal and teachers to respond to their needs. The core essential duties and responsibilities are performed in a public school building environment and include use of electrically powered cleaning equipment and cleaning substances that may involve related hazards and outdoor work in inclement weather conditions.

3:1:2 The Maintenance Custodian typical duties performed are cleaning, dusting, sweeping, washing, buffing and waxing floors, washing windows, changing light bulbs, policing grounds, sweeping walks, cutting lawns, removing snow and ice, caring for custodial equipment, emptying wastebaskets, removing trash, operating low pressure heating and ventilating systems, ordering custodial supplies, and making minor repairs to buildings, equipment, and heating, lighting, ventilating, and plumbing systems.

3:1:3 The Maintenance Custodian empties and cleans trash containers, including transporting bagged waste to outside trash receptacles.

3:1:4 The Maintenance Custodian performs general cleanup of any and all incidents as they arise.

3:1:5 The Maintenance Custodian removes gum from floors.

3:1:6 The Maintenance Custodian removes all spots from carpeted areas.

3:1:7 The Maintenance Custodian extracts soiled areas on carpets as needed.

- 3:1:8 The Maintenance Custodian picks up any paper left on the floor and any debris in the hallway.
- 3:1:9 The Maintenance Custodian removes all marks from walls and lockers nightly
- 3:1:10 The Maintenance Custodian dusts mops and sweeps corners of all tiled classrooms and adjacent rooms. Wet mop if needed.
- 3:1:11 The Maintenance Custodian makes sure all rooms appear orderly.
- 3:1:12 The Maintenance Custodian cleans and sanitizes all drinking fountains daily.
- 3:1:13 The Maintenance Custodian assists with locker jams.
- 3:1:14 The Maintenance Custodian sweeps and mop floors, including restrooms, classrooms, hallways, offices, multipurpose rooms, cafeterias and food preparation areas, science and computer labs, art rooms, music classrooms, meeting rooms, and related rooms.
- 3:1:15 The Maintenance Custodian cleans floor corners and ledges daily.
- 3:1:16 The Maintenance Custodian cleans top ledges of lockers.
- 3:1:17 The Maintenance Custodian vacuums carpeted floors, washes walls, windows and surface areas.
- 3:1:18 The Maintenance Custodian dusts window sills and cabinet ledges.
- 3:1:19 The Maintenance Custodian cleans light fixtures and replaces bulbs.
- 3:1:20 The Maintenance Custodian dusts and cleans air vents and changes air filters.
- 3:1:21 The Maintenance Custodian cleans and polishes mirrors, wood and other special reflective and decorative surfaces.
- 3:1:22 The Maintenance Custodian cleans spills, spot cleans or shampoo's carpets, and removes graffiti as needed.
- 3:1:23 The Maintenance Custodian assists in moving and setting up furniture and equipment.
- 3:1:24 The Maintenance Custodian unloads supplies, paper stocks, books, and inventory items.
- 3:1:25 The Maintenance Custodian maintains and regulates HVAC systems to provide building temperatures appropriate to the season and to ensure economical use of fuel, water, and electricity.
- 3:1:26 The Maintenance Custodian sets up for and breaks down before and after special events.

- 3:1:27 The Maintenance Custodian assists other employees with cleanup after large activities (e.g. athletic contest, concert, etc.)
- 3:1:28 The Maintenance Custodian performs minor maintenance including, but not limited to, changing light bulbs, minor plumbing and electrical repairs, painting and classroom repairs.
- 3:1:29 The Maintenance Custodian cleans all equipment after use.
- 3:1:30 The Maintenance Custodian maintains sufficient inventory of cleaning supplies.
- 3:1:31 The Maintenance Custodian operates, cleans and maintains custodial equipment.
- 3:1:32 The Maintenance Custodian operates, maintains, and performs minor repairs to powered custodial equipment including, but not limited to, vacuums, strippers, waxers, buffers shampoo cleaners and power washers.
- 3:1:33 The Maintenance Custodian operates hand cleaning equipment including, but not limited to, brooms, dust and wet mops, dust pans, and dusters.
- 3:1:34 The Maintenance Custodian operates, maintains, and performs minor repairs to grounds keeping equipment including, but not limited to, mowers, edgers, weed cutters, irrigation systems, blowers and related equipment.

#### **BATHROOMS**

- 3:1:35 The Maintenance Custodian cleans and sanitizes restroom areas, including toilets, sinks, mirrors, privacy dividers, walls and floors.
- 3:1:36 The Maintenance Custodian washes and disinfects all toilets, urinals, and walls.
- 3:1:37 The Maintenance Custodian dusts all walls and other flat surfaces.
- 3:1:38 The Maintenance Custodian cleans all mirrors.
- 3:1:39 The Maintenance Custodian sweeps and washes the floors with disinfectant daily.
- 3:1:40 The Maintenance Custodian maintains supply levels in restrooms, including toilet paper, paper towels, and soap.
- 3:1:41 The Maintenance Custodian washes any graffiti off any surface after informing administration immediately.
- 3:1:42 The Maintenance Custodian secures all doors and windows.

**NURSES OFFICE**

- 3:1:43 The Maintenance Custodian washes and disinfects all furniture bimonthly.
- 3:1:44 The Maintenance Custodian washes and disinfects all furniture bimonthly.
- 3:1:45 The Maintenance Custodian washes and disinfects all countertops on a daily.
- 3:1:46 The Maintenance Custodian dusts all shelving and window ledges weekly.
- 3:1:47 The Maintenance Custodian empties and cleans trash containers, including transporting bagged waste to outside trash receptacles.

**GYM AND LOCKER ROOM/AUDITORIUM**

- 3:1:48 The Maintenance Custodian dry mops the gym floors daily.
- 3:1:49 The Maintenance Custodian cleans the area under the bleachers or on stage daily.
- 3:1:50 The Maintenance Custodian sweeps and vacuums the steps, entryways and lobby areas.
- 3:1:51 The Maintenance Custodian washes all shower room walls once per week.

**KITCHEN AREA**

- 3:1:52 The Maintenance Custodian dusts exhaust hood once a week.
- 3:1:53 The Maintenance Custodian treats dry drains at least once a week to prevent dry drain.
- 3:1:54 The Maintenance Custodian cleans the kitchen bathroom everyday.

**MAINTENANCE OF GROUNDS**

- 3:1:55 The Maintenance Custodian maintains grounds, including sidewalks, parking lots, common areas, and planting areas, by picking up litter and trash, mowing grass, weeding planting areas, and irrigating.
- 3:1:56 The Maintenance Custodian performs snow removal duties, including sanding and salting walkways.
- 3:1:57 The Maintenance Custodian conducts emergency snow removal operations of walkways, roadways, and parking areas to allow for the safe use of the facility.
- 3:1:58 The Maintenance Custodian monitors and performs ground keeping tasks such as mowing, weeding, watering, sprinkler repair, etc.

**BUILDING SECURITY**

- 3:1:59 The Maintenance Custodian locks and unlocks buildings to maintain security and prevent vandalism.
- 3:1:60 The Maintenance Custodian inspects all areas prior to staff and students' arrival for safety and high quality operating condition of building.
- 3:1:61 The Maintenance Custodian secures and locks all windows before leaving the building.
- 3:1:62 The Maintenance Custodian secures and locks all doors before leaving the building.
- 3:1:63 The Maintenance Custodian monitors all windows and doors to ensure that they are secured throughout the school day.

**PREVENTATIVE MAINTENANCE**

- 3:1:64 The Maintenance Custodian maintains the treatment of drains, flushing of water, and air quality cleaning.

**ADDITIONAL RESPONSIBILITIES**

- 3:1:65 The Maintenance Custodian responds to staff needs and requests.
- 3:1:66 The Maintenance Custodian interact with students, staff, faculty, administration and parents effectively and professionally.
- 3:1:67 The Maintenance Custodian follows oral and written instructions and observe District and Federal policies and procedures.
- 3:1:68 The Maintenance Custodian maintains student and District confidentiality.
- 3:1:69 The Maintenance Custodian performs all work duties and activities in accordance with District's policies, procedures and safety practices.
- 3:1:70 The Maintenance Custodian performs multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner.
- 3:1:71 The Maintenance Custodian works independently or with a team.
- 3:1:72 The Maintenance Custodian attends in-services and training sessions.
- 3:1:73 The Maintenance Custodian performs other related duties as required.

**5:0 QUALIFICATIONS**

- 5:1 Ability to set priorities, coordinate multiple tasks and meet deadlines
- 5:2 Ability to solve problems independently and work well under pressure with an enthusiastic attitude.
- 5:3 Attention to detail and conscientiousness
- 5:4 The Superintendent reserves the right to alter qualifications if deemed to be in the best interest of the Fairhaven Public Schools.

**6:0 CONDITIONS and TERMS OF EMPLOYMENT**

- 6:1 The contract of agreement between the Fairhaven Public Schools and the Maintenance Custodian regarding the conditions and terms of employment is in accordance with the Massachusetts Education Reform Act of 1993 and sets forth in writing the obligations of each as it pertains to this relationship.

Enacted: 8/9/2017