

NYE COUNTY SCHOOL DISTRICT – Human Resources Department

Custodian (Day Assignment)

FLSA Status: NON-EXEMPT

Classification: Classified

Terms of Employment: 12 months, 260 days, 8 hours a day

JOB GOAL: Under general direction, performs maintenance, light landscaping and custodial functions required to maintain site facilities in a clean, sanitary and safe condition; perform maintenance repairs; arrange and maintain physical environment required for the activities held at the site.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This list of Essential Duties and Responsibilities is not exhaustive and may be supplemented with other duties as assigned by the Supervisor which does not conflict with the Master Agreement between NCSD and NCSO.

1. Provide site support in the basic maintenance and construction trades, such as carpentry, painting, electrical, plumbing, cabinets, furniture, doors, and hardware repairs; windows and glazing repairs, floor and ceiling tile, light bulbs, diffusers, and ballast replacements.
2. Install and repair classroom furniture, equipment and make similar repairs.
3. Make weekly inspections and written report of facility and grounds, note needed repairs, and establish a schedule for conducting necessary repairs.
4. Develop and maintain a preventative maintenance system with schedules for all HVAC systems, electrical, plumbing, and all other mechanical equipment.
5. Performs light landscaping duties, such as weeding, mowing, and assistance with maintenance of playgrounds and athletic fields.
6. Orders maintenance and custodial supplies.
7. Keep facility, grounds, and all premises including sidewalks, driveways and play areas neat and clean at all times.
8. Inspects site for safety issues on a weekly basis and submits report to supervisors.
9. Inspects site weekly on contract cleaning services and submits report to supervisors.
10. Assumes same duties as night custodian (see night assignment custodian job description) as time allows.
11. May be required to move, assemble or disassemble furniture, equipment, or other items, or to assist maintenance or other departments in an emergency or as the need arises.

POSITION EXPECTATIONS

Knowledge, Skills and Abilities:

1. Knowledge of methods, material and equipment used in the custodial trade.
2. Knowledge of requirements for maintaining a school facility in a safe, clean, and orderly condition.
3. Knowledge of maintenance, custodial safety and health procedures.
4. Ability to demonstrate good judgment and common sense.
5. Ability to make accurate mathematical calculations.
6. Ability to use time and material in an effective, responsible manner.
7. Ability to communicate orally and understand, while carrying out written and/or oral directions.
8. Ability to perform moderate to heavy physical labor including lifting or moving loads up to 50 lbs. or more.
9. Familiar with and understands FERPA, HIPAA, and other confidentiality situations and guidelines in the educational setting.
10. Familiar with and assists with implementation of all district policies and administrative regulations as related to specific assignment.
11. Recognizes and reports hazards, and conforms to safety standards as prescribed.
12. Recognizes and notifies administrators of unauthorized persons on campus, and/or of issues that require immediate attention.
13. Familiar with district and site emergency/crisis response procedures, plans and drills (e.g. fire drills, bomb threats, lock-downs, etc.).

POSITION REQUIREMENTS

Education, Training, and Experience:

- 1. High School Diploma or equivalent
- 2. Satisfactory driving record – must qualify for District’s vehicle insurance

Licenses and Certifications:

- 1. Valid Nevada Driver License
- 2. Must achieve a passing grade on the Day Custodian/Maintenance Test as administered by the District.

Screening and Compliance:

- 1. Ability to pass State and Federal criminal background check
- 2. Compliance with NCSD Drug and Alcohol Testing Policy

WORK ENVIRONMENT:

Strength: Medium/heavy- exert force 50-100 lbs., occasionally; 25-50 lbs. frequently, or up to 10-20 lbs. constantly to lift, carry, push, pull or move objects.

Physical Demands: Frequent standing, walking, pushing, pulling, carrying, stooping, reaching, kneeling, handling, repetitive fine motor activities, talking, and hearing. Occasional climbing, balancing, crouching, and crawling. Hearing and speech to communicate in person or over the telephone.

Vision: Occasional near and far acuity, depth perception, and color vision.

Environmental Conditions: Climate controlled office setting and exposure to weather with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, noxious fumes, cleaning materials and solvents, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

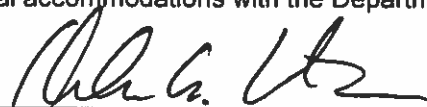
Working Conditions: Equipment and supplies necessary to carry out functions of position description.

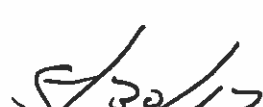
Equal Opportunity Employer

Nye County School District is an Equal Opportunity Employer. Nye County School District does not sanction or tolerate discrimination in any form on the basis of race, color, religion, age, gender, pregnancy, sexual orientation, national origin, ancestry, disability, veteran status, domestic partnership, genetic information, gender identity or expression, political affiliation, or membership in the Nevada National Guard.

Americans with Disabilities Act

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Candidates are encouraged to discuss potential accommodations with the Department of Human Resources.

Approved by: 
Superintendent


Date

Acknowledgment

I have read and understand the requirements of my job.

Employee Name: _____

Employee Signature: _____

Date: _____

Administrator/Human Resources Name: _____

Administrator/Human Resources Signature: _____

Date: _____