



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Custodial Maintenance	Department: Buildings & Grounds
Immediate Supervisor's Position Title: Director of Building & Grounds	FLSA Status: Non-Exempt
Job Summary: Under the direction of the Director of Building & Grounds, Custodial Maintenance is responsible performing a variety of preventive maintenance and building maintenance repairs in accordance with maintenance schedules. Work orders are assigned by the Director of Buildings & Grounds or requested by building leads.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Receives work orders and maintenance requests. Prioritizes work orders with emergency repairs and maintenance requirements.
- Collaborates and works with building leads in addressing and determining building maintenance needs and plans.
- Performs all preventive scheduled maintenance to building equipment and buildings.
- Performs general repairs within the building(s) according to work orders involving electrical, plumbing, mechanical repairs. Evaluates and determines proper and economical repair procedures. Determines if repairs should be contracted out and works closely with the Director of Buildings & Grounds.
- Repairs and services all grounds equipment and assists the grounds staff in the maintenance and minor repairs of equipment.
- Maintains all HVAC units and related equipment. Determines the causes of system breakdowns or malfunctions. Tests, analyzes and documents adjustments to boilers, cooling units, and water treatment programs.
- Maintains, documents and tracks all major repairs performed within district buildings and to equipment.
- Performs other duties of a comparable level or type, as required.
 - a) Attends training sessions, seminars, health and safety meetings.
- Attends work regularly and punctually.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Technical training in mechanics, electrical, plumbing, construction, or general building maintenance is preferred.
x	High school diploma or GED.		
	1 year college		Major field of study or degree emphasis:
		2 years college	
	3 years college		
		4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of hand, power, and diagnostic tools applicable to job assignments. • Department operational policies, procedures and documentation requirements. • Fundamentals of the operation and functions of equipment required in performance of the job. • Knowledge of all safety precautions applicable to trade. • Knowledge of preventive maintenance practices. • Knowledge of HVAC operation, repair and maintenance. • Knowledge of Boiler Water Treatment Program and procedures. • Fundamentals of general repair and maintenance activities in such areas as mechanical, carpentry, masonry, electrical, steam, air system, plumbing systems, and associated equipment.
	2nd year graduate level		
	Doctorate level		
Required Work Experience in Addition to Formal Education/Training: Requires a minimum of 3 years previous experience in building maintenance, mechanical and equipment repair/servicing.			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: Must be willing and able to obtain and maintain a State of Minnesota "Chief" Class C Stationary Engineers License within a specified time frame.	

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> • Implementing preventive maintenance programs and requirements of district HVAC, and mechanical equipment within the district. • Establishing and maintaining effective working relationships with employees, supervisors, building leads, and building personnel. • Blue print reading. • General carpentry, electrical, mechanical, and plumbing and service, repair and maintenance activities. • Ability to work independently with minimal supervision. • Ability to use hand and power tools applicable to trade. • Ability to use appropriate tools and diagnostic equipment to test, repair, or replace equipment. • Ability to operate all equipment and vehicles necessary in performance of the job including steam boilers, pneumatic controls and all associated components. • Ability to read, understand, and follow safety procedures.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		
TOTAL		Varies

INDIRECT SUPERVISION:	
Number of employees indirectly supervised	Total:

HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Unusual or hazardous working conditions related to performance of duties: <p>Risk of exposure to communicable disease, blood borne pathogens, and other bodily fluids. Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns and skin absorption. Electrical shocks and potential injury from moving parts/mechanical systems.</p> <p>The work environment involves exposure to materials and situations that requires following safety precautions and may include the use of protective equipment or safety procedures. Duties involve performing assignments in varied weather conditions indoors and outdoors.</p>
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			x	
Walk			x	
Sit		x		
Use hands dexterously (use fingers to handle, feel)			x	
Reach with hands and arms				x
Climb or balance		x		
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell	x			
Physical (Lift & carry): up to 10 pounds			x	
up to 25 pounds			x	
up to 50 pounds		x		
up to 75 pounds		x		
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Medium Work:
Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to lift, carry, push, and pull or otherwise move objects in the performance of the job .