



JOB TITLE JANITOR/MAINTENANCE/SECURITY WORKER

DEPARTMENT FACILITIES- CLASSIFIED STAFF SCHEDULE LEVEL 2-3

SUPERVISOR FACILITIES DIRECTOR

CATEGORICAL PAY LEVELS:

Minimum Pay Level: 02

Maximum Pay Level: 03

DESCRIPTION OF WORK:

This position is responsible for the full range of cleaning assignments for a school. This includes cleaning offices, classrooms, storage areas, hallways, entrance areas, and other assigned areas. Uses a variety of materials, chemicals and equipment to sweep, mop, scrub, wax and polish. Empties trash cans and removes trash to designated areas. Vacuums and cleans carpet, and washes windows, blinds, and whiteboards.

This job category includes positions that typically perform a variety of duties of a general nature for proper operation, maintenance and minor repair of school buildings, utilities and related structures. The duties require more than the basic knowledge of various trades but lower than the journeyman level and involve plumbing, electrical, painting, and carpentry skills. Typical work assignments include, but not limited to: (a) repairs damaged floors, walls, ceilings, windows, doors, steps, guard rails, etc.; (b) repaints surfaces using brushes or rollers and premixed paint; (c) replaces minor electrical parts, such as switches, plates, outlets, etc.; (d) repairs broken or frayed wiring; (e) performs maintenance and minor repair of plumbing fixtures and pipes by replacing faucets, washer pipe elbows, etc., and cleans clogged drains and sewer lines; (f) operates less complex boilers and individual heating plants; and/or (g) assists journeyman workers in more complex repairs and replacements. Will be required to assist in snow removal and secure doors and gates on campus. These positions are required to comply with all applicable health and safety requirements, including proper use of safety equipment, and maintenance of materials safety data sheets. In the performance of duties, incumbents are required to drive vehicles ranging from automobiles to dump trucks, as well as skid loaders and various other machinery.

LEVEL OF RESPONSIBILITY:

Level 02 positions perform general maintenance, cleaning, and security work, generally limited to carpentry, painting and minor repairs to floors, walls and ceilings. More advanced work is performed in conjunction with higher level maintenance workers.

Level 03 positions perform intermediate level work in several maintenance crafts as well as general maintenance work. These positions are responsible for planning their work, determining materials and equipment needed, and accomplishing jobs independently. Some positions may be required to provide training to lower level facilities employees in general maintenance activities.

Official title is *Janitor/Maintenance/Security Worker*.

BASIC EDUCATION AND EXPERIENCE REQUIREMENTS:

High School or GED diploma is required. Applicants at the 02 level must have a minimum of one year's experience in general maintenance or related work, demonstrating skill in at least three skill/craft areas. Level 3 applicants must possess a minimum of 5 years' experience and specialized training in these areas. All applicants must demonstrate the ability to follow written and oral instructions.

CONDITIONS OF EMPLOYMENT:

A valid state driver's license is a prerequisite, as the position requires operation of a motor vehicle in performance of work. The work requires extensive driving on the school campus. A valid State Driver's license must be maintained as a condition of employment

Incumbents may be required to wear personal protective equipment as necessary.

PHYSICAL REQUIREMENTS:

Incumbents of these positions must be able to lift over 50 pounds and be in excellent physical condition. Good distant vision in one eye and ability to read without strain printed material the size of typewritten characters is required, glasses permitted. Ability to hear the conversational voice, with or without a hearing aid, is required except that some positions may be suitable for persons who are blind or deaf. In most instances, and amputation of arm, hand, leg or foot will not disqualify and applicant for appointment, although it may be necessary that this condition be compensated by use of satisfactory prosthesis. In addition, incumbents must have mental and emotional stability.

Occasionally, incumbents may be required to travel for training purpose or attendance at meetings from the duty station.

Other duties as assigned by supervisor.