

BUCKEYE UNION SCHOOL DISTRICT

POSITION: Head Custodian/Maintenance Technician

DIRECTLY RESPONSIBLE TO: Principal

BASIC FUNCTION:

The Head Custodian is responsible for maintaining the assigned buildings and grounds at a high standard of cleanliness and safe operating condition so that full educational use of them can be made at all times.

PERFORMANCE RESPONSIBILITIES:

1. Ensures that the school plant and grounds are clean, safe and in good operating condition.
2. Trains, supervises and participates in the evaluation of custodians.
3. Develops and maintains cleaning schedules as required.
4. Orders supplies through established channels as required for custodial and maintenance responsibilities.
5. Plans, coordinates and does the maintenance and repair of buildings and grounds including electrical work, plumbing, carpentry, cabinet making and other related technical functions such as the following examples:

Construction of items, such as cabinets, shelves and walls; performance of plumbing as needed such as installation of sinks, sprinkler systems and faucets; performance of electrical maintenance such as installation of plugs, locating outlets and wiring for lights; and trouble shooting the heating/air conditioning systems.

6. Operates power equipment.
7. Maintains and makes minor repairs on office equipment.
8. Delivers teacher and administrative supplies to school.
9. Performs other duties as assigned by the principal.

QUALIFICATIONS:

Must have a thorough knowledge of and up-to-date skills in the use of custodial equipment and the maintenance of school buildings and grounds.

EXPERIENCE REQUIREMENT:

Three years experience as a custodian in the maintenance and repair of school or commercial buildings and grounds.

EDUCATION AND TRAINING REQUIREMENTS:

High school graduate or the equivalent. Working knowledge in at least two of the building trades: electrician, plumber, carpenter, cabinetmaker or heating and air conditioning desirable.

Salary: Range 14 Classified Salary Schedule
Approved: 11/18/87