

**RIPON AREA SCHOOL DISTRICT
Job Description**

Department: Facilities & Grounds

Job Title: Lead Middle/High School Custodian/Maintenance

Qualifications: Professional attitude, dependable, reliable and excellent work ethic, Possesses and/or demonstrates above average mechanical ability. Prior experience/schooling in maintenance is preferred. Possesses knowledge on preventative maintenance of boilers, ventilation systems, motors, drives, and other building equipment. Possesses knowledge in electrical and plumbing. Possesses prior experience on maintaining pool water chemistry. Certified Pool Operator license preferred. Possesses a valid State of Wisconsin driver's license.

Experience: Previous maintenance and custodial experience preferred. Strong leadership skills preferred

Reports to: Director of Facilities and Grounds

Job Goals: The person occupying this position must be capable of successfully performing the essential duties and responsibilities of the position to create a safe and healthy work environment for staff and a learning environment for students.

Essential Job Functions/Responsibilities:

1. Communicates, addresses and/or delegates facility requests for setup/teardown along with building questions/concerns
2. Assists with planning, prioritizing, and scheduling of work to be performed by custodians
3. Supervises the work load of night custodians
4. Assists with planning, scheduling, and supervision of student custodians
5. Maintains accurate equipment and maintenance records, including testing of equipment
6. Reports maintenance requests to the director of Facilities and Grounds
7. Required to assist in district wide snow removal operations
8. Keeps buildings clean, in an orderly condition, and in good state of repair
9. Vacuums, sweeps, mops, and scrubs corridors, stairways and restrooms according to approved practices
10. Removes litter and recycling from rooms daily
11. Makes minor furniture and equipment repairs
12. Replaces burned out electric lamps in rooms and corridors
13. Removes snow from sidewalks and entrances
14. Assists in lawn and grounds maintenance

- 15. Assists principals and teachers with various details pertinent to the welfare of the school and the children
- 16. Demonstrates professionalism and confidentiality at all times
- 17. Creates and sustains positive and effective interpersonal relationships in the workplace
- 18. Communicates a warm, caring and respectful atmosphere to visitors, staff and community members that focus on quality customer service.
- 19. Performs other duties as assigned.
- 20. Serves as a positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- 21. Will remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.

Terms of Employment: 12 month, full-time position.

Evaluation: Performance shall be evaluated annually, in accordance with provisions of the Board of Education policy.

____ I certify that I have read and understand the attached Physical Demand Addendum for evening custodian as demonstrated by my signature on the addendum.

I read and understand this job description and can fulfill the essential functions listed.

Signature

Date

Print Name

PHYSICAL DEMAND ADDENDUM

Lead Middle/High School Custodian/Maintenance

PHYSICAL DEMANDS

Walking.....	Frequently
Sitting/Standing.....	Frequently
Climbing.....	Occasionally
Crawling/Kneeling.....	Occasionally
Bending/Stooping/Crouching.....	Frequently
Twisting/Turning.....	Frequently
Repetitive Movement.....	Occasionally
Reaching.....	Occasionally at/above shoulder height
Reaching.....	Frequently below shoulder height
Pulling/Pushing.....	Occasionally 50 pounds or more
Pulling/Pushing.....	Frequently 20 pounds or more
Lifting.....	Frequently 20 pounds or more
Lifting.....	Occasionally 50 pounds or more
Carrying.....	Frequently 20 pounds or more
Carrying.....	Occasionally 50 pounds or more

Communication with students, staff, and the community; hearing must be within the range of normal human conversation. Visual acuity to prepare and read reports Verbal communication skills for interacting with students, families, staff, and the general public Computer input and filing; manual dexterity for operating standard office equipment.

Work Environment: Subject to constant interruptions Fast-paced environment High level of activity. May be exposed to infectious disease.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of difficulty.

I have read and understand this physical demand addendum and can fulfill the essential functions as listed.

Signature

Date

Approved by Board of Education 02/18/19