

**RIPON AREA SCHOOL DISTRICT
Job Description**

Department: Facilities & Grounds

Job Title: Day Maintenance/Custodian

Qualifications: Possesses prior knowledge of project management estimating and preventative maintenance. Possesses knowledge on digital and pneumatic heating controls. Possesses and/or demonstrates above average mechanical ability. Performs skilled and semi-skilled or manual work on maintenance/repair jobs with minimal supervision. Possesses knowledge on preventative maintenance of boilers, ventilation systems, motors, drives, and other building equipment. Possesses above average knowledge in electrical, ~~and~~ plumbing and HVAC. Professional attitude, dependable, reliable and excellent work ethic. Possesses a valid State of Wisconsin driver's license.

Experience: Previous maintenance required. ~~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. Assists in the repair and maintenance of all school buildings
2. Installing and/or troubleshooting technology equipment such as projectors, smartboards, etc
3. Maintains field turf to ensure it is safe and aesthetic for school, community and public use
4. Maintains accurate equipment and maintenance records, including testing of equipment
5. Reports maintenance requests to the director of Facilities and Grounds
6. Required to assist in district wide snow removal operations
7. Assists with emergency situations at all school buildings including weekend call ins
8. Assists as backup for the courier mail route
9. Keeps buildings clean, in an orderly condition, and in good state of repair
10. Vacuums, sweeps, mops, and scrubs corridors, stairways and restrooms according to approved practices
11. Removes litter and recycling from rooms daily
12. Makes minor furniture and equipment repairs
13. Replaces burned out electric lamps in rooms and corridors
14. Assists in lawn and grounds maintenance
15. Assists principal 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

Day Maintenance/Custodian

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