

Substitute-Classified Custodial

Purpose

The job of Substitute-Classified Custodial is done for the purpose/s of assisting assigned area in the absence of the regular Natrona County School District (NCSD) employee by maintaining attractive, sanitary and safe facilities and grounds for students, staff and public; providing equipment and furniture arrangements for meetings, classroom activities and events; minimizing property damage, loss and liability exposure; and overseeing and supporting others, as assigned, in the performance of their job functions.

This job is distinguished from similar jobs by the following characteristics: this is a non-benefited, temporary assignment. Regular positions that could potentially be substituted for under this job description include: Custodian and Lead Custodian. This job reports to Program Facilitator.

Essential Functions

- Arranges equipment and furnishings (e.g. desks, tables, bleachers, stages, etc.) for the purpose of providing adequate arrangements for meetings, classroom activities and events.
- Assembles furniture and equipment for the purpose of providing materials in safe and useable condition.
- Cleans assigned facilities and grounds (e.g. offices, restrooms, corridors, carpets, windows, walls, board room, conference rooms, landscape, fields, press box, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Communicates issues about safety and/or proper maintenance of facilities to supervisor, students, site staff and others for the purpose of providing information, obtaining repairs, ensuring safety and/or scheduling special cleaning.
- Coordinates activities (e.g. cleaning programs; special custodial work; furniture/equipment setups; auditorium/theatre schedules, bookings, and setups, etc.) for the purpose of delivering services in conformance with established guidelines.
- Inspects school or district facilities (e.g. buildings, grounds, playground equipment, etc.) for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying/reporting necessary repairs.
- Maintains a variety of custodial and landscaping supplies/materials and equipment/vehicles (e.g. auditorium/stage and media equipment/materials; weed eaters, mowers, sprayers, trimmers, sprinkler systems, etc.) for the purpose of ensuring the availability of items required to properly and safely maintain facilities and preserving grounds in a healthy, attractive and safe condition.
- Maintains manual and electronic documents (e.g. inspection records, time sheets, work orders, supplies/requisitions, chemical storage, crisis management data, key controls, etc.) for the purpose of ensuring facilities are operational and safe for occupancy and/or minimizing property damage, equipment loss and potential liability to the district.
- Opens and/or secures facilities, as directed, (e.g. opening gates, building access doors, disarming security systems, raising flag, minor repairs, lock doors, turn off lights, take down flags, etc.) for the purpose of ensuring facilities are operational and safe for occupancy and/or minimizing property damage, equipment loss and potential liability to the district.
- Operates equipment (e.g. stage and media equipment; trimmers, weed eaters, mowers, vacuum cleaners, burnishers, etc.) for the purpose of cleaning and maintaining building and grounds.

- Performs minor maintenance and repairs and routine grounds-keeping duties (e.g. resetting their job functions, controls/changing filters on HVAC equipment, changing light bulbs, replacing washers/fixtures, oiling doors, picking up paper and other refuse and debris, sweeping walks and entrances, watering and clearing grass around sprinkler heads, minor pruning, etc.) for the purpose of ensuring safe and efficient use of facilities and grounds.
- Removes snow for the purpose of maintaining a safe environment.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, injured and ill students, unauthorized persons, alarms, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Transports various items to schools or other sites, as assigned, (e.g. equipment, furniture, chemicals, fertilizer, etc.) for the purpose of providing materials at job site and/or school site as may be required.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance and grounds work, including electrical cleaning equipment, common tools, etc.; and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning; methods of grounds care; safety practices and procedures; health standards and hazards; and principles of lead supervision and training.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and utilize equipment under a variety of conditions for multiple purposes. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups in multiple settings; meeting deadlines and schedules; working as part of a team in multiple settings; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 20% sitting, 40% walking, and 40% standing. The job is performed under some temperature extremes and under conditions with exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Continuing Educ. / Training

Asbestos Awareness Training within six months of hire

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Clearances

Criminal Justice Fingerprint/Background Clearance
MVR (Motor Vehicle Record) Clearance

FLSA Status

Non Exempt

Approval Date

7/1/2014

Salary Grade

I HAVE READ AND UNDERSTAND THE SCOPE OF THE JOB AND HOLD THE MINIMUM REQUIREMENTS:

Employee Name (Please Print): _____

Employee Signature: _____ **Date:** _____