

## POSITION DESCRIPTION

### NORTHFIELD PUBLIC SCHOOLS

September 2016

#### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Custodian Engineer	<b>Department:</b> Building & Grounds
<b>Immediate Supervisor's Position Title:</b> Head Custodian	<b>FLSA Status:</b> Non-exempt
<b>Band/Grade/Subgrade:</b> B-2-2	<b>Bargaining Unit:</b> Custodians – Local #70
<b>Job Summary:</b> Under the direction of the Building & Grounds Director and the guidance of the Head Custodian, the Custodial Engineer performs environmental service tasks, cleaning and maintenance of school buildings, mechanical repairs, support services for day and evening school activities, boiler monitoring and evening security for buildings in the Northfield School District. This position assists in providing a safe, clean learning environment for students, staff, and faculty.	

#### SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Performs cleaning and janitorial tasks in assigned areas throughout the building.
<b>Percent of Time:</b>	50	
<b>Tasks involved in fulfilling above duty/responsibility:</b> <ul style="list-style-type: none"> <li>• Cleans restrooms, gym, locker rooms, lounges, meeting rooms, music rooms and cafeteria daily.</li> <li>• Provides sanitation and maintenance of floors including dusting, sweeping, mopping, scrubbing and refinishing.</li> <li>• Dusts all school rooms.</li> <li>• Cleans walls, handrails, lockers and desks.</li> <li>• Vacuums all carpeted areas.</li> <li>• Empties trash daily and recycling containers.</li> <li>• Cleans chalk boards and empties pencil sharpeners.</li> <li>• Cleans all areas used for after school hour activities.</li> <li>• Washes dust mops and cleaning rags.</li> <li>• Washes windows and provides seasonal cleaning support.</li> <li>• Shovels snow as needed and keeps walkways clear of ice.</li> <li>• Unloads supply trucks and distributes supplies to appropriate areas.</li> <li>• Moves furniture as requested, sets up and tears down meeting rooms.</li> <li>• Provides assistance with carpentry, cement work, plastering and painting.</li> </ul>		

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Performs minor mechanical maintenance and repair of equipment.
<b>Percent of Time:</b>	10	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Repairs furniture, cabinets, lights, ballasts, switches and receptacles.</li> <li>• Replaces light bulbs.</li> <li>• Monitors water softener and adds salt as needed.</li> <li>• Ensures that heating ventilation system is working properly.</li> <li>• Opens and shuts universal vents (univents) on school roof according to season and weather conditions.</li> <li>• Changes univent filters and oils equipment as necessary.</li> <li>• Assists with repair or replacement of univent motors and belts.</li> <li>• Assists with seasonal cleaning of boiler.</li> <li>• Performs general plumbing repair and replacements.</li> </ul>		

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> Provides support services for all day and evening activities and set-ups such as student assemblies, parent teacher conferences and sporting events according to work shift.
<b>Percent of Time:</b>	20	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Provides set up, tear down and clean-up services.</li> <li>• Provides access to building for parents, teachers and students after school hours according to work shift.</li> <li>• Night shift engineers facilitate the shift work plan as indicated by the Head Custodian.</li> </ul>		

<b>Duty/Responsibility No:</b>	4	<b>Statement of duty/responsibility:</b> Performs boiler observation to ensure optimum performance.
<b>Percent of Time:</b>	5	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Monitors boiler, checks gauges and takes instrumentation readings.</li> <li>• Checks boiler chemical levels and adjusts as necessary.</li> </ul>		

<b>Duty/Responsibility No:</b>	5	<b>Statement of duty/responsibility:</b> Provides security for school building according to work shift.
<b>Percent of Time:</b>	5	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		
<ul style="list-style-type: none"> <li>• Checks all locks, secures building, sets alarm systems and turns out lights in the evening.</li> <li>• Turns on lights and unlocks entries and exits in the morning.</li> </ul>		

<b>Duty/Responsibility No:</b>	6	<b>Statement of duty/responsibility:</b> Communicates with public, staff and students all maintenance, safety and custodial needs as they arise.
<b>Percent of Time:</b>	5	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		

<b>Duty/Responsibility No:</b>	7	<b>Statement of duty/responsibility:</b> Monitors building for maintenance and emergency situations and reports to Head Custodian.
<b>Percent of Time:</b>	5	
<b>Tasks involved in fulfilling above duty/responsibility:</b>		

<b>Duty/Responsibility No:</b>	8	<b>Statement of duty/responsibility:</b> Performs other comparable duties of a like or similar nature as assigned.
<b>Percent of Time:</b>		
<b>Tasks involved in fulfilling above duty/responsibility:</b>		

### SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

<b>EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:</b>				
<b>REQUIRED EDUCATION/TRAINING (choose one)</b>		<b>DEGREE INFORMATION:</b> Type of degree: (B.S., M.A., etc.)		
	less than high school diploma	<b>Major field of study or degree emphasis:</b>		
x	High school diploma or GED.			
	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level	<b>Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:</b> <ul style="list-style-type: none"> <li>• Knowledge of department policies, procedures, guidelines and philosophy.</li> <li>• Knowledge of hand, power tools applicable.</li> <li>• Knowledge of operation of all equipment required in performance of the job.</li> <li>• Knowledge of all safety precautions applicable to trade.</li> <li>• Knowledge of preventive maintenance practices.</li> <li>• Knowledge of HVAC operation, repair and maintenance.</li> <li>• Knowledge of Boiler Water Treatment Program and chemicals required.</li> <li>• Knowledge of the application, use and proper storage of all chemicals used in performance of the job.</li> <li>• Fundamentals of the tools, repair and maintenance functions in such areas as mechanical, plumbing, electrical, and HVAC.</li> <li>• Knowledge of alarm systems and their operation.</li> <li>• Knowledge of cleaning techniques and materials.</li> </ul>		
	2nd year graduate level			
	Doctorate level			
<b>Required Work Experience in Addition to Formal Education/Training:</b> At least three to five years of prior work related experience is required to gain entry into the job.				

<b>Required Supervisory Experience:</b>	
<b>LICENSE/ CERTIFICATION</b>	<b>Identify licenses/certification required upon hiring:</b> <ul style="list-style-type: none"> <li>• First Class C Boiler Engineer License.</li> </ul>

<b>ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK</b>	<b>Skilled in:</b> <ul style="list-style-type: none"> <li>• Establishing and maintaining effective working relationships with employees, supervisors, and building staff.</li> <li>• Making general building repairs and in conducting general building preventive maintenance activities and tasks throughout the building...</li> <li>• Ability to work independently with minimal supervision.</li> <li>• Ability to use hand and power tools applicable to trade.</li> <li>• Ability to use appropriate tools and diagnostic equipment to test, repair, or replace equipment.</li> <li>• Ability to operate all equipment necessary in performance of the job including steam boilers, pneumatic controls and all associated components.</li> <li>• Ability to read, understand, and follow safety procedures.</li> <li>• The conduct of general repairs involving some carpentry, masonry, and electrical or mechanical areas but do not of the level of a skilled trades or journey level trades worker.</li> <li>• Ability to use a variety of cleaning techniques utilizing appropriate chemicals and cleaning equipment.</li> </ul>
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<b>RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS</b>		
	<b>Titles of Positions Directly Supervised</b>	<b># of Employees</b>
1		
<b>TOTAL</b>		

<b>INDIRECT SUPERVISION:</b>	
<b>Number of employees indirectly supervised:</b>	<b>Total:</b>

<b>HAZARDOUS WORKING CONDITIONS:</b> <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	<p>Risk of exposure to communicable disease, blood borne pathogens, and other bodily fluids. Working with mechanical equipment poses potential risks and requires being aware of hands, limbs and clothing in relation to moving mechanical parts to prevent injury. Chemicals used in performance of the job pose potential risks for inhalation of fumes, chemical burns and skin absorption. Steam or exhaust burns pose risks. Electrical shock is a risk involved in working with electronic equipment such as tools and lighting.</p> <p>The work environment involves exposure to materials, equipment and situations that requires following safety precautions and may include the use of protective equipment. Risks and hazards can be viewed as moderate in nature given the nature of the work, training, safety equipment, and risk management procedures of the district.</p>
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