

FAIRFIELD PUBLIC SCHOOLS

Title: Grade 9-Custodian III

Job Purpose Statement: Employees in this classification perform custodial and minor maintenance work independently to keep schools clean and in orderly condition. Responsibilities include surrounding grounds and out buildings. The Grade 9-Custodian III performs manual work of average difficulty and responsibility and semi-skilled tasks that follow established procedures. Job assignments are in the form of written and/or oral instructions and are performed under supervision and reviewed upon completion.

Supervision Received: Receives general and task supervision from the Head Custodian, Grade 13-Custodian Supervisor, Custodial Supervisor or Manager of Facilities.

Supervision Exercised: None

Essential Job Functions:

Sweep, mop, scrub, strip, spray buff, wax and polish floors with use of heavy and industrial type floor machines and attachments.

Collect and dispose of all garbage and trash.

Set up and shift furniture and fixtures as required/requested.

Clean, wash, dust and scrub all walls, ceilings, windows, glass, fixtures, etc. using ladders and scaffolds.

Clean, dust and polish furniture. Vacuum, shampoo and extract carpets in offices and classrooms.

Provide assistance to students, teachers, the public and any other employees as assigned by supervisor.

Transport teaching supplies and equipment as required.

Maintain, clean and service custodial equipment.

Maintain grounds by cutting grass with hand and power mowers, collecting litter, trimming bushes and small trees, raking grounds.

Performs snow/ice removal from steps and walks at building entrances and connecting walks.

Assist in building maintenance on a handyman's level by cleaning gutters and drainpipes, freeing stopped sanitary and sink plumbing, repairing minor leaks, repairing furniture, simple painting, replacing light bulbs and other related work.

Operate heating, lighting, ventilation and electrical controls as specified. Perform routine lubrication services and minor preventive maintenance service.

Responsible for maintaining routine boiler room inspections including boiler "blow downs", compressor and pump maintenance, filter cleaning and checks for proper chemical and fuel additive levels.

Assist in key maintenance program. Inspect buildings and report deficiencies.

Operate security and fires safety systems. Monitor property and grounds against trespassing, vandalism and fire hazards. Contact police and fire departments.

Order, through Supervisor, miscellaneous custodial material and supplies; keep records.

Perform all other related duties as assigned.

Incidental Job Functions: Operates custodial equipment including but not limited to mops, brooms, vacuums, ladders, heavy and industrial type floor machines.

Knowledge, Skills and Abilities: Working knowledge of cleaning methods, materials and equipment; grounds equipment, simple repair and maintenance methods, and the factors of fire and health safety involved in the care of buildings. Ability to follow oral and written instructions. Must be able to effectively multi-task.

Minimum Qualifications Required: The skills and knowledge required would generally be acquired with graduation from high school and /or its equivalent and experience in building cleaning, minor maintenance, security services or related work. Must be able to follow verbal and written instructions. College credits a plus.

Physical Exertion/Environmental Conditions: . Ability to lift 75 pounds of weight. Some degree of stress in interacting with staff members and meeting deadlines.

Bulletin: The Grade 9 - Custodian III must be flexible, with a high energy level and have good organizational and interpersonal skills. The Custodian must be a self-starter, who also takes direction well from his/her supervisor(s) and is comfortable working with others.