



## Quileute Tribal School District

P.O. Box 39  
La Push, WA 98350  
360-374-5648, FAX 360-374-9608



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### JOB DESCRIPTION

JOB TITLE AND FILE NAME: Custodian/Maintenance

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EXEMPT:	No
SALARY LEVEL:	As set by the School Board
SHIFT:	Days/Nights, as assigned
LOCATION:	Quileute Tribal School
EMPLOYEE:	Classified Employee
REPORTS TO:	Head of M & O
DEPARTMENT:	6055

PREPARED BY: Jay Matsen, Anita Baisley, and Mark Jacobson, Superintendent

APPROVED BY: Mark Jacobson, Superintendent

DATE: 12-08-15

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**SUMMARY:** Under the direction of an assigned supervisor, performs all tasks of a custodian and a maintenance worker.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Include the following.

Other duties may be assigned:

- \* Cleaning of all district property including, but not limited to, classrooms, offices, restrooms, work rooms, hallways, desks, table tops, white/smart boards, chalk boards, and walls;
- \* Follows cleaning methods as outlined by maintenance supervisor, vendor publications, and video tapes;
- \* Replaces light bulbs, fluorescent tubes, fixtures, and dusts and cleans as required;
- \* Sweep, mop, scrub and polish floors, apply sealer and wax on tile floors.
- \* Maintains inventory, unload deliveries, stocks paper products in restrooms, classrooms. Maintains adequate supply of copy machine paper in workroom. Comprehends commodities distribution.
- \* Clean and polish metalwork, drinking fountains, and stainless sinks;
- \* Assists with setting up/cleaning up for school and community events as needed;
- \* Performs routine security inspections, checks doors, windows, and secures areas with roll up doors;

- \* Performs a variety of minor maintenance duties, including: painting, assembly, installation, repair of pencil sharpeners, tables, chairs, desks, etc.
- \* Complies with all federal, state, county, and local rules, policies, procedures and regulations to insure public safety;
- \* Completes work according to approved schedules and timelines and effectively communicates scheduling problems, concerns, and other work-related matters with his/her immediate supervisor;
- \* Observes students for signs of disruptive behavior employing techniques such as behavior modification and positive reinforcement to eliminate student misbehavior. Takes appropriate disciplinary action when necessary. Properly reports student disruptions to appropriate teacher and building principal/superintendent as necessary;
- \* Works cooperatively with staff and students of all ages;
- \* Provides direction to temporary workers as assigned (i.e., YOP);
- \* Effectively works with students and adults with different ethnic and cultural backgrounds and personalities, from different age groups, assigned through YOP or other youth/adult training programs (at-risk-students, young adults, retraining, etc.)
- \* Able to read, understand and apply material data sheets and follow instructions regarding the use of chemicals and supplies.
- \* Snow removal; clean sidewalks, ramps, and walkways, and de-ice as required.
- \* Perform minor vehicle servicing duties, check/add oil, fuel, battery and recordkeeping.

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- \* Lift 100 pounds.
- \* Maintains diary and/or building logs as assigned.

**EDUCATION AND/OR EXPERIENCE:** High school diploma or GED and valid Washington State Driver's License must be submitted with application materials. Must have a valid first aid card or complete training during the first year of employment.

**DRUG TESTING:** Required yearly and random drug testing.

**MACHINES, TOOLS, OFFICE OR SPECIAL EQUIPMENT USED:** Carpet extractor, vacuum cleaner, floor buffer, hand held snow blowers, weed eater, lawn mower, paint sprayer, pressure washer, washer/dryer, ladders, man-lift, and hand and power tools.

**VEHICLES OR MOVING EQUIPMENT USED:** Lawn tractor, four wheel drive pickup, automobiles, hand and chair carts

**TRAINING REQUIRED:** On the job training with custodians for approximately five (5) days. Training also required in school policies and/or by law, HIV/AIDS, Safety, Hepatitis A and B, self-insured program, telephone system, CPR/First Aid, MSDS, asbestos, building security system, and other areas as assigned.

**LANGUAGE SKILLS:** Ability to read, analyze, and interpret written materials. Ability to effectively communicate and present information to children and employees in English

**MATHEMATICAL SKILLS:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to apply concepts of basic mathematics.

**REASONING ABILITY:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee is frequently required to stand, sit, climb or balance, stoop, kneel, crouch, and or crawl.

The employee must regularly lift and/or move up to fifty (50) pounds and occasionally lift and/or move up to one hundred (100) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will most frequently be in a building with carpeting but may work in areas with wooden or linoleum flooring. The employee may occasionally work in outside weather conditions (i.e., transporting equipment from one building to another, snow removal, de-ice, etc.), in remote locations such as portables, storage, and maintenance buildings.

The noise level in the work environment is usually moderate. During custodial and maintenance activities, the noise level may be extreme requiring ear protection (i.e., running lawn mower, pressure washer, weed eater).

**HAZARDS/OBSTACLES:** Employees are frequently exposed to hazards such as chemicals, paint (fumes), and dust particles; Grounds, open ditches, trenching, power mower (operating mower on hillside); storing and handling of grounds maintenance chemicals (fertilizer, herbicide, pesticide); exposure to agriculture chemicals, and other unforeseen hazards such as electrical

shock, weather related conditions (ice, flooding, heat, cold ). Possibilities exist for hearing and visual impairment.

**UNPROTECTED HEIGHTS:** Custodial and maintenance activities frequently require working on a roof; A number of activities require working from scaffolding and ladders while changing filters on ceiling suspended HVAC units, light bulbs, scoreboards, painting, cleaning, stocking, removing supplies from Commodities Building and/or shelving;

<b>AMOUNT OF DAY SPENT:</b>	<b>(Hours at one time)</b>	<b>(Hours during full day)</b>
Sitting	5-30 minutes	1-hour
Standing	15-30 minutes	3-4 hours
Walking	15-30 minutes	3-4 hours

**WORK/REST CYCLE:** Two 15-minute breaks; 30-minute lunch.

**EMPLOYEE WORKS:** Inside 7 hours; Outside 1 hours; Total 8 hours

\* NOTE: Hours may be adjusted by the school to meet maintenance requirements.

**PHYSICAL DEMANDS AND CHARACTERISTICS OF THIS JOB:**

**REQUIRED ACTIVITIES**

(Occasionally = 0 to 33%; Frequently = 33% to 67%; Constantly = 67% to 100%)

	Frequency	Body Part	lbs.	Activity
Twist	Frequently	Upper body	0-15	Vacuuming, sweeping, cleaning
Stoop/Bend	Frequently	Legs, lower body	0-100	picking up items
Squat	Frequently	Legs, lower body	0-100	Working on univents, cleaning
Kneel	Frequently	Legs, lower body	0-100	cleaning, repairing equipment
Crawl	Occasionally	Arms, legs knees	0-100	cleaning, repairing equipment
Push/Pull	Frequently	Arms, legs	0-100	Vacuuming, gym floor mats, moving furniture
Climb	Occasionally	Legs	0-100	Stairs, steps, ladders, scaffold
See	Constantly	Eyes	N/A	Cleaning, installing equipment/furnishings, repair machines; writing notes/diary, computer, reading directions, Material Safety Data Sheets,
Hear	Constantly	Ears	N/A	Monitoring equipment, listening to questions, comments, and directions of supervisor

### **REQUIRED LIFTS**

	Frequency	Body Part	Range/Height	Activity
0-25 lbs.	Constantly	Legs, arms	1"-30" to 8'	Using vacuum; Lift waste containers;  Arrange furniture
10-35 lbs.	Frequently	Legs, arms	1"-30" to 8'	Using vacuum; lift waste containers, copy paper, books
35+ lbs.	Frequently	Legs, arms	1"-30" to 8'	Buffer, carpet extractor, waste containers; unload commodities; shipments

### **REQUIRED CARRY**

	Frequency	Body Part	Distance	Activity
0-10 lbs.	Constantly	Arms, legs	1" to 60'	Using vacuum, waste containers,
10-35 lbs.	Occasionally	Arms, legs	1" to 60"	Using vacuum, ladders
35+ lbs.	Frequently	Arms, legs	1" to 60"	Copy paper, surplus items, garbage containers, water bottles

**REQUIRED REACH AND HANDLE**

	Frequency	Body Part	Weight/ Distance	Activity
Reach Above Shoulder	Frequently	Arms	0-10/3'	Cleaning, dusting bulletin/white/smart/chalk boards, changing light bulbs, filters, door hardware; windows
Reach at Shoulder	Frequently	Arms	0-10/3'	Cleaning, dusting bulletin/white/chalk/smart boards; changing light bulbs, filters, door hardware; windows
Reach Below Shoulder	Constantly	Arms	0-10/3'	
Manual/Finger Dexterity	Constantly	Arms, wrists, fingers	0-10/3'	

Comments: This position requires constant interaction with children and staff and requires an ability to remain organized, firm and pleasant.