

# SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

## Position/Job Description

### CUSTODIAN, Plant Maintenance

#### QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Three (3) years' experience in plant maintenance and/or as Head Custodian preferred.

#### KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of First Aid and dealing with emergencies.
- Knowledge of basic mechanical and technical equipment and applications as related to specific site and job functions.
- Knowledge of computer applications as related to job functions.
- Proficiency in the use of hand tools, custodial equipment, cleaning materials, and procedures.
- Effective skills in oral and written communications.
- Ability to be flexible and manage multiple tasks simultaneously.

#### SUPERVISION

**REPORTS TO** Principal and/or Designee  
**SUPERVISES** No supervisory duties

#### POSITION GOAL

***To provide for preventive maintenance and operation of plant equipment and general repair of the plant site while ensuring clean, sanitary, safe, and well maintained school facilities.***

#### PERFORMANCE RESPONSIBILITIES

1. \*Perform responsibilities of Custodian and Head Custodian, as needed.
2. \*Maintain regular and appropriate communication with administration and District personnel.
3. \*Provide leadership, direction, and training to custodial personnel.
4. \*Perform minor maintenance and repair work.
5. \*Replace light bulbs and tubes.
6. \*Repair or replace electrical outlets, switches, architectural hardware, etc.
7. \*Install fixtures, systems furniture, and equipment.
8. \*Receive and properly secure all building supplies and equipment.
9. \*Provide emergency repairs and related clean-up, as necessary.
10. \*Able to safely operate and work from ladders, scaffolding, platforms, and personal lifts.
11. \*Maintain outside grounds, as needed.
12. \* Develop, submit, and track District work orders through completion.
13. \* Participate in training instructions and activities.
14. Perform other duties as assigned by the Principal, Designee, or Director of Custodial Services.

*\*Denotes essential job function/ADA*

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### EQUIPMENT / MATERIALS

Electric drills, hand tools, plumbing tools, electrical testing meters, computer, vacuum cleaners, wet/dry vacuum, 175 RPM floor machine, floor burnisher, automatic floor scrubbing machine, carpet extractor, pressure washer, ladders, and blowers.

### PHYSICAL REQUIREMENTS

**Heavy Work** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

### PHYSICAL ACTIVITIES

<b>Sitting</b>	Resting with the body supported by the buttocks or thighs.
<b>Standing</b>	Assuming an upright position on the feet particularly for sustained periods of time.
<b>Walking</b>	Moving about on foot to accomplish tasks, particularly for long distances.
<b>Climbing</b>	Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
<b>Balancing</b>	Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
<b>Bending</b>	Lowering the body forward from the waist.
<b>Stooping</b>	Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
<b>Kneeling</b>	Bending legs at knee to come to a rest on knee or knees.
<b>Crouching</b>	Bending the body downward and forward by bending leg and spine.
<b>Crawling</b>	Moving about on hands and knees or hands and feet.
<b>Twisting</b>	Moving body from the waist using a turning motion.
<b>Reaching</b>	Extending hand(s) and arm(s) in any direction.
<b>Pushing</b>	Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 100 pounds of force.
<b>Pulling</b>	Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 100 pounds of force.
<b>Lifting</b>	Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 100 pounds of force.
<b>Finger Dexterity</b>	Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
<b>Grasping</b>	Applying pressure to an object with the fingers and palm.
<b>Feeling</b>	Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
<b>Repetitive Motions</b>	Substantial and continuous movements of the wrists, hands, and/or fingers.
<b>Talking</b>	Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
<b>Hearing Acuity</b>	The ability to perceive speech and other environmental sounds at normal loudness levels.
<b>Visual Acuity</b>	The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

**WORKING CONDITIONS**

<b>Outdoors</b>	The worker is subject to outside environmental conditions. There is no effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
<b>Indoors</b>	The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
<b>Indoors &amp; Outdoors</b>	The worker is subject to both environmental conditions. Activities occur inside and outside.
<b>Heat</b>	The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
<b>Noise</b>	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
<b>Hazards</b>	The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to high heat or chemicals.
<b>Atmospheric Conditions</b>	The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory system or the skin, fumes, odors, mists, gases or poor ventilation.
<b>Oils</b>	The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.

**TERMS OF EMPLOYMENT**

**PAY GRADE**

**E8-07 \$28,839 - \$51,214**  
 District Salary Schedule  
 Months 12  
 Annual Days 258  
 Weekly Hours 40.0  
 Annual Hours 2064

**POSITION CODES**

PeopleSoft Position TBD  
 Personnel Category 18  
 EEO-5 Line 52  
 Function 7900  
 Job Code 1627  
 Survey Code 79025

**FLSA**

Applicable  
 Not applicable

Previous Board Approval

ADA Information Provided by Amber Sperlich  
 Position Description Prepared by Amber Sperlich

**BOARD APPROVED**

**February 16, 2016**  
**March 23, 2010**  
**April 12, 1978**