

EUNICE PUBLIC SCHOOLS
Maintenance Custodian

JOB DESCRIPTION:

Under general supervision, perform a wide variety of custodial and maintenance duties in order to provide a clean, orderly and safe environment; and perform related work as required.

SCOPE:

The employee performs custodial and maintenance duties in and around campus facilities; troubleshoots, performs minor repairs and responds to emergency calls for service; implements setup and takedown for a wide variety of campus and community events; works closely with employees and the public to meet the maintenance needs of the area; and resolves problems to ensure efficient and safe operations.

KEY DUTIES AND RESPONSIBILITIES:

[Examples of key duties are interpreted as being descriptive and not restrictive in nature.]

Schedules, coordinates, direct and perform routine and comprehensive custodial maintenance of assigned facilities.

Vacuums, shampoos and spot clean carpets and furniture; washes windows.

Removes trash from all exterior containers in accordance with established procedures.

Cleans and disinfects restrooms, locker rooms, Baseball concession facility, Football concession facility, and other facilities; orders and stocks facilities with paper and supplies.

Reports and responds to emergency calls for custodial assistance.

Responds to service requests, coordinates resources and implements the set up and take down of furniture and equipment for a wide variety of campus and community events.

Performs various maintenance and custodial duties such as installation and repair to fixtures in restrooms, labs and classrooms.

Troubleshoots and repairs minor plumbing and electrical problems; replaces a variety of light bulbs and lighting accessories.

Identifies stains and uses proper chemicals for removal.

Maintains inventory and submits written requests for supplies; tests and evaluates new supplies and equipment.

Operates power equipment such as forklifts, tractors, carpet extractors, pressure washer, hand and power tools and campus vehicles.

Performs preventative maintenance in and around facilities.

Pickup and distribute mail throughout the District.

Deliver packages and freight to all facilities.

Performs any other related duties as assigned by the Principal, Superintendent, and/or Maintenance Supervisor.

EMPLOYMENT STANDARDS

ABILITY TO:

Safely dispose of hazardous materials; identify stains and use proper chemicals for their removal; operate manual and power equipment; work effectively in and around the public; perform physical labor; understand and carry out oral and written directions; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

KNOWLEDGE OF:

Methods of maintaining, cleaning and preserving a variety of surfaces; proper use of a wide range of chemicals according to state and federal regulations; handling and disposing of hazardous materials and blood borne pathogens with care.

MINIMUM QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities.

Experience:

One year of custodial experience preferred. Custodial and building maintenance in a school setting preferred. Background in construction trades preferred.

LICENSE OR CERTIFICATE:

This classification requires the use of a personal or District vehicle while conducting District business. Must possess a valid New Mexico driver's license and an acceptable driving record. Must have the ability to obtain or complete blood borne pathogens training certificates and back safety classes. Current CPR and first aid training preferred.

SPECIAL REQUIREMENTS:

Must be able to perform physical activities, such as, but not limited to, lifting heavy items, bending, standing, climbing or walking. Must be able to work safely in an environment containing caustic chemicals, cleaning materials, dust and noise. Routinely required to work under inclement weather conditions.