

CITY OF AUGUSTA

Department of Public Schools

JOB DESCRIPTION

TITLE: Maintenance Custodian

REPORTS TO: Director of Buildings and Grounds

JOB GOAL: To maintain safe, properly operational facilities, and efficient places in which to learn, play, develop, and work.

QUALIFICATIONS:

1. Must be able to complete work independently with minimal supervision.
2. Must be able to perform basic repairs using hand tools, power tools, blueprints and major equipment.
3. Must be able to engage in repeated bending, twisting, reaching, lifting, and repeated hand, wrist and lower arm movements.
4. Ability to communicate pleasantly and effectively with a variety of people.
5. Must have the capacity to lift and carry fifty (50) pounds.
6. Minimum of a high school diploma or equivalency and two years experience in mechanical, electrical, construction and/or cosmetic repair.
7. Criminal history record check.

PERFORMANCE RESPONSIBILITIES:

- Plans and constructs items such as shelving, book shelves, storage units, etc.
- Plows and sands, driveways, and parking areas, as appropriate and necessary.
- Performs minor repairs within the buildings as requested by Director of Buildings and Grounds.
- Maintains on a regular schedule all motors and other mechanical equipment requiring scheduled servicing, including the changing of filters, and the recording of boiler temperatures and pressure, as directed.
- Ensures and maintains effective operations of all equipment throughout the facilities including clocks, boilers, and air conditioning.
- Maintains an inventory of supplies, equipment, and fuel and requisitions such needed replacements.
- Inspects and provides needed services in accordance with the facility preventive maintenance schedule and the safety requirements.
- Complies with local, State, and Federal laws and procedures for the storage and disposal of trash, rubbish, and waste.

- Responds promptly to any emergency situation.
- Participates in all mandatory trainings.
- Maintains pleasant and effective work relationships with all school department staff and the public.
- Practices safe work methods; assists in keeping work areas and equipment in safe operating condition; and promptly notify supervisor of any safety hazardous conditions.
- Maintains appropriate clean, orderly and safety standards both inside and outside the buildings.
- Logs and maintains a current daily shift record of all activities, problems and compliance with the preventative maintenance program.
- Assists the Director in identifying needed equipment, tools, and repair parts.
- Moves equipment, furniture, and supplies from one area to another, as assigned by the Director.
- Performs all other related duties as assigned by the Director of Building and Grounds.

TERMS OF EMPLOYMENT:

Per negotiated Augusta Educators' Association

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

- External and internal applicants, as well as position incumbents who become disabled, must be able to perform the essential job functions either unaided or with the assistance of a reasonable accommodations to be determined by management on a case by case basis.

Approved by: _____
Superintendent of Schools

Date: _____