

<b>Position Title:</b>	Maintenance/Custodian		
<b>Location:</b>	Greg A. Garcia Early College Intermediate		
<b>Reports to:</b>	School Principal		
<b>Work Schedule:</b>	12 Month, 234 Days	<b>Employment Type/FLSA Classification:</b>	Full Time/Exempt
<b>Funding Source:</b>	This position may be grant funded. Employment is contingent upon the availability of funds.		

**Primary Role and Purpose:**

Cleans and maintains campus facilities using routine procedures to maintain a high standard of safety, cleanliness, and efficiency of building operations and grounds.

**Qualifications/ Education:**

- Eighth (8) grade completion or GED certificate
- Must pass and maintain satisfactory records of a fingerprinting/background check (at own expense) with the Texas State Board of Education (SBEC).

**Skills:**

- Manual skills necessary to perform custodial and light maintenance work.
- Ability to follow instructions and work effectively with minimum supervision.
- Strong oral and written skills

**Experience:**

- Minimum of 3 years of experience working as a custodian/maintenance worker in a school or similar facility, preferred.
- Ability to read and understand instructions for cleaning, maintenance, and safety procedures.
- Knowledge and skills to execute minor facility repairs to electrical, plumbing, and HVAC systems.

**Responsibilities and Duties:**

**Maintenance and Repair**

- Completes repairs as directed by campus administrators.
- Maintains a regular cleaning schedule that includes floors, trash baskets/bins, carpets, furniture, fixtures, windows, equipment, restrooms, and grounds.
- Repairs and maintains campus facilities, including repairing woodwork; performing minor electrical work; painting, repairing plumbing fixtures and drainage systems; and replacing broken glass.
- Inspects building exterior and interior, playground equipment, and grounds; performs maintenance and minor repairs.
- Detects and reports needed major repairs on building structures and their systems, including lockers, furniture, and equipment to campus administrators.
- Assists with maintaining inventory of cleaning supplies and submitting supply requests as needed.
- Ensures that heating and ventilating equipment work properly. If repairs are necessary, reports findings immediately to District Operations personnel.
- Moves, installs, assembles, and repairs school furniture and playground equipment as needed.
- Exercises particular care to clean occupied areas and areas not accessible during the day
- Maintains tools and equipment and performs preventive maintenance as required.

**Safety**

- Follows established safety procedures and techniques to perform job duties, including lifting and climbing.
- Operates equipment and uses tools according to established safety procedures.

- Corrects unsafe conditions in work area and promptly reports any conditions that are not immediately correctable to campus administrators.
- Follows and adheres to District safety protocols and emergency procedures.
- Follows established procedures for locking, checking, and safeguarding facilities.
- Operates tools and equipment according to established safety procedures.

**Compliance**

- Abides by policies established by federal and state laws that apply to charter schools, Texas Department of Health rules that apply to charter schools, Commissioner’s Rules that apply to charter schools and charter policy in health services area.

**Communication**

- Creates and maintains a professional relationship with co-workers, students, parents, and community members.
- Presents information accurately through clear communication skills.

**Professional**

- Enriches job skills through training.

**Mental Demands/Physical Demands/Environmental Factors:**

**Tools/Equipment Used:** Small hand tools, power tools, and measuring tools

**Posture:** Frequent standing, kneeling/squatting, bending/stooping, pushing/pulling, and twisting

**Motion:** Frequent walking, climbing stairs/ladders/scaffolding, grasping/squeezing, wrist flexion/extension, and overhead reaching; frequent driving

**Lifting:** Heavy lifting and carrying (45 pounds and over) on a daily basis

**Environment:** Works outside and inside, on slippery or uneven walking surfaces; frequent exposure to extreme hot and cold temperatures, dust, toxic chemicals and materials, noise, vibration, and electrical hazards; works around machinery with moving parts; may work alone; occasionally works irregular and/or prolonged hours,

**Mental Demands:** Maintains emotional control under stress

**Additional Job-Related Duties:**

- Assists in the cafeteria as needed.
- Assists with setting up rooms with chairs and tables for group meetings and events, as needed. Restores rooms to usual set-up after group meetings and events.
- Keeps abreast of and abides by state and charter regulations.
- Gathers, manages, and files all reports, records, and other documents needed
- Plays an active role in Campus meetings and assists with staff committees
- Must be punctual and maintain an excellent attendance record
- May work prolonged or irregular hours during certain times of the year such as days, nights, and occasional weekends.

All primary roles and major responsibilities are listed. Additional duties and skills may be required for each job.

Human Resource Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_