

LaPorte Community School Corporation
Job Description

Job Title: Utility
Reports To: Assistant Director of Facilities
Prepared Date: February, 2001

Essential Functions

Deliver all supplies that have been requested by the building Head Custodian. Collect necessary supplies from local vendors and deliver to proper location.

Provide necessary cleaning and building maintenance equipment to the facility that has been assigned by supervisor.

Make all minor repairs to building and building equipment necessary for efficient operation. Inform supervisor of any special maintenance or emergency repair that needs attention.

Carry out all cleaning duties assigned to keep building comfortable and ready for use.

Care for flag display.

Check for fire and safety hazards. Correct and/or report to your supervisor.

See that all snow and ice is removed from entrances, walks, porches, steps, and plow if necessary.

Work in emergency areas where needed in event school is dismissed due to inclement weather.

Take care of special requests from supervisor and any emergency duties as they arise.

Responsible for operation of heating building and all mechanical equipment needed for operation of building.

Accept deliveries and relocate to areas of destination. Check all deliveries for damage and collect necessary paperwork.

Substitute in other buildings for personnel who are absent. Buildings and assignments will be determined by Assistant Director or Director.

Assist maintenance personnel as needed or as assigned by supervisor.

Provide necessary care and maintenance to exterior and grounds of building assigned.

Provide necessary mowing and sweeping of parking lot(s) at assigned building.

Check building assigned on Saturday, Sunday, and holidays, or any day the building is vacant, for security and proper operation of heating system.

Provide for proper building security.

Assist students, teachers, and patrons in a way that would promote the educational process and enhance community relations.

Perform any other duties assigned by the Assistant Director or Director of Facilities.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function 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.

Education and Experience

High school diploma or GED; six months to one year of related experience.

Language Skills

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to custodians and other employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, and percent.

Reasoning Ability

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations

Must currently hold or obtain a Class C, CDI license by the end of the 90 day semi-probationary period.

Other Skills and Abilities

Ability to operate all basic power and manual hand tools.

Ability to operate all custodial cleaning equipment.

Ability to operate motorized equipment

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 regularly required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop; kneel, crouch, or crawl; talk or hear.

The employee must occasionally lift and/or move 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 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 occasionally works near moving, mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and toxic or caustic chemicals.

The noise level in the environment is usually moderate.

Terms of Employment

Twelve-month position; salary and work year to be established by the Board of Trustees.