

Middletown, CT Job Description

Classification Title	Custodian, Senior
Job Code	
Department	Board of Education
Union Group	AFSCME 466
FLSA Status	
Pay Grade	

PURPOSE OF POSITION

The purpose of this position is to perform general cleaning and minor maintenance functions for school buildings and grounds. ~~The work is performed under the direction of the Custodial Manager.~~

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Employees may be requested to perform job-related tasks other than those specifically presented in this description.

- ~~Leads, plans and P~~performs custodial cleaning functions, which includes; cleanings classrooms, cafeterias, windows, doors, stairwells, hallways, locker rooms, shower facilities, gymnasiums and restroom facilities. Maintains supplies in restrooms.; ~~C~~ollects and empties trash and recyclables.; ~~s~~weeps, mops, vacuums and strips and polishes floors and carpets.
- Performs grounds maintenance functions, which includes; plowings and sandings sidewalks, playgrounds and parking lots.; ~~m~~Mows lawns and trims trees and bushes.
- Performs general maintenance and minor repair functions; replaces light bulbs and filters; installs paper dispensers in restrooms.
- ~~Moves desks, chairs and furniture. Sets up meeting rooms, gym for sports and cafeteria for banquets and conferences.~~
- Provides services for graduation ceremonies, which includes setting up and breaking down stadium/stage, directing traffic, assisting with security, delivering equipment, and cleaning and maintaining restrooms.-
- ~~Sets security alarms; checks windows and doors. Checks operation of heating and air conditioning systems.~~
- ~~Receives, unloads, inspects and distributes deliveries.~~
- Perform other related duties as assigned.

MINIMUM JOB QUALIFICATIONS

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Education and Experience

High school diploma or equivalent and at leastwith six months of related experience or any combination of education and experience that provides equivalent knowledge, skills and abilities.

~~Appropriate education substitutions can be made.~~

PREFERRED QUALIFICATIONS

One to three years of custodial work, grounds maintenance and minor plumbing, painting, electrical, HVAC or mechanical experience.

KNOWLEDGE, SKILLS, and ABILITIES

- ~~• Requires the ability to process, calculate, compute, summate, and/or tabulate data and/or information. Includes the ability to perform subsequent action in relation to these computational operations.~~
- ~~• Requires the ability to provide guidance, assistance and/or interpretation to others, such as co-workers and the public, on how to apply policies, procedures and standards to specific situations.~~
- ~~• Requires the ability to utilize a wide variety of reference and descriptive data and information such as regulations, blueprints, correspondence, work orders, MSDS, and general operating manuals.~~
- ~~• Requires the ability to communicate orally and in writing with Director of Facilities, Custodial Manager, other maintenance personnel, administrators, principals, teachers, students and the public.~~
- ~~• Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.~~
- Ability to supervise and evaluate employees
- Ability to Pprioritize and assign work
- Knowledge in training, orienting, and managinge personnel
- Ability to Relate to and interact with a non-traditional and diverse student and employee population
- Ability to Work independently

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- Ability to Read, analyze, and interpret standards, policies, procedures, and regulations
- Ability to Handle common inquiries or complaints
- Ability to Effectively present information and respond to questions from students, faculty, staff, and visitors
- Ability to Define problems, collect data, establish facts, and draw valid conclusions
- Ability to Exercise good judgment and focus on detail as required by the job
- Ability to Follow oral and written instructions and procedures
- Ability to Meet schedules and deadlines of the work unit
- Ability to Communicate in English effectively orally and in writing
- Ability to Aadapt to changes in work situations and priorities
- Ability to Reason/analyze; use logic to identify and resolve problems
- Ability to Establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities
- Ability to Satisfy the needs of internal and external customers accurately and promptly, treating customers with fairness and respect.

PHYSICAL REQUIREMENTS

- ~~Requires the ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as operating custodial equipment.~~
- ~~Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, twelve to twenty pounds.~~
- ~~Requires the ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.~~ Exerting up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.

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WORKING CONDITIONS

The working conditions 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.

- ~~• Ability to work under generally safe and comfortable conditions where exposure to environmental factors such as dusts, toxic agents, chemicals, strong odors, or temperature extremes may cause discomfort and poses a limited risk of injury.~~

Position requires stooping, kneeling, crouching, reaching, climbing, balancing, pushing, pulling and lifting.

The City of Middletown, CT is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Dates revised	