

Laramie County School District #2

Title: Custodian

Purpose Statement: To provide a clean, comfortable, and safe environment for learning.

Qualifications:

1. High school diploma or equivalent.
2. Must have a satisfactory driving record secured through the Wyoming Department of Transportation and maintain insurability if using school district transportation.
3. Must be able to perform multiple tasks with a need to upgrade skills in order to meet changing job conditions.
4. Must be able to adhere to safety practices.
5. Must have sufficient physical stamina to lift, carry, or move items up to 75 lbs. as required to carry out the duties of the job, and have knowledge of appropriate methods of lifting and handling heavier objects.
6. Must be willing and able to operate a variety of equipment.
7. Must be able to handle and store hazardous materials.
8. Must have the ability to recognize and report improper function of electrical, mechanical, and HVAC systems.
9. Must be able to perform basic math, including: calculations, using fractions, percentages, or ratios; read and comprehend a variety of materials; write documents; train others; and understand & perform written and oral instructions.
10. Must have specific knowledge necessary to perform the functions of the job.
11. Must be willing to work hours as assigned, on a flexible schedule.
12. Must be team oriented when working with others.

Terms of Employment:

1. 260 days
2. Compensation based on district wage schedule.
3. Designated by notice of assignment.

Reports to: Maintenance Supervisor

Essential Functions:

1. Cleans and inspects school facilities and grounds for the purpose of ensuring that the site meets standards for safety and cleanliness, identifying vandalism, equipment breakage, weather damage, etc.
2. Responds to safety and / or operational concerns for the purpose of taking appropriate actions and maintaining a functioning educational environment.
3. Performs specialized semi-annual and annual cleaning and maintenance.
4. Performs minor maintenance and repairs of furniture and equipment for the purpose of ensuring safe and efficient use of facilities.
5. Must be knowledgeable regarding all areas of suspected asbestos locations within assigned building(s) and assure non-disturbance of these areas by public or staff.

6. Secures facilities and grounds for the purpose of minimizing property damage, equipment loss, and potential liability.
7. Set up and break down for the purpose of providing preparation for all facility use.
8. Notifies supervisor in a timely manner of the need of supplies and equipment.
9. Assists maintenance personnel, as needed, with removal of snow, lawn care, painting, etc.
10. Communicates in a positive professional manner at all times with personnel and the community for the purpose of maintaining good working relationships.
11. Uses safety equipment for the purpose of completing required tasks.
12. Submits time sheet to maintenance supervisor on a monthly basis.
13. Performs any other duties that may be assigned by supervisor.

Evaluation: Building Maintenance Supervisor