

# Narragansett School System

## Posting – Maintenance

### Utility Custodian

40 hours per week – 52 weeks per year

Days\* (Monday thru Friday – 7 am to 3 pm)

\*When schools are not in session, shift hours may change

#### Minimum Qualifications:

- \* Knowledge of methods, materials, and equipment used in public school buildings, to include, but not limited to items such as: commercial floor-machines, cleaning equipment, ladders, circuit breakers, heating & ventilation equipment, de-icers, chemicals, etc.
- \* The ability to readily understand, carry out, and provide directions, both oral and in writing.
- \* The ability to work independently, as well as with others when required to accomplish building tasks.
- \* The ability to interrelate with students, staff, and other members of the public.
- \* Education such as may be gained through graduation from a senior high school of equivalent (GED).
- \* Three to six months related experience preferred.

#### Duties:

This position will work as part of the maintenance team under the direction of the Maintenance Supervisor to insure the school site(s) are operating as fit as possible. This custodian will be responsible to perform duties such as: routine and recess period cleaning, security, conservation of utilities, light maintenance and grounds work (including snow removal) that are required at a school site. He/she will also be responsible to assist in the operation of and perform minor maintenance to various building systems such as: floors, ceilings, walls, structural surfaces, lighting, plumbing, electrical, heat & ventilation, etc. This custodian will have routine tasks assigned and he/she may also be reassigned to serve in place of another employee who is absent.

#### Illustrative Examples of Work Performed by Utility Custodian:

- Follow procedures to open and/or secure the building each day, while performing a daily check for operational deficiencies throughout the building, then making such building repairs as he/she is capable of while submitting work orders on all others, as well as notification of the proper authorities in the event of an emergency.
- Thoroughly clean assigned areas by performing specific duties such as: moving furniture, vacuuming, dry & wet mopping, dusting, washing and disinfecting as well as removal of spots/stains from surfaces and floors, cleaning glass, applying floor-finish and other related floor-care duties.
- Set-up and break-down of equipment as required for various activities and as directed by the School Principal or Supervisor of Maintenance.
- Receiving, storage and distribution of school bulk supplies, paper and equipment.

- Properly request, proportion and use chemicals, equipment, and other supplies required.
- Appropriately collect and dispose of garbage and other waste per district guidelines.
- Checking all mechanic areas to insure systems are operating and to regulate the heat and ventilation systems to provide temperatures appropriate to the season and insure economical usage of energies as well as notification of the proper authorities in the event of an emergency.
- Security within the area, as well as notification of the proper authorities in the event of an emergency.
- Grounds work to surrounding areas including such duties such as: sweeping, shoveling, snow & ice removal, etc.
- Remain on school premises during regular work hours.
- Running projects and other related duties as assigned by the Maintenance Supervisor.

Compensation:

	<u>2005-2006</u>	<u>2006-2007</u>	<u>2007-2008</u>
Probation	\$12.90	\$13.35	\$13.75
Step 1	\$14.44	\$14.95	\$15.39
Step 2	\$15.37	\$15.91	\$16.39
Step 3	\$17.27	\$17.87	\$18.41

To Apply: Send letter of application to:

Ron DiFabio  
 Narragansett School System  
 25 Fifth Avenue  
 Narragansett, RI 02882

Closing Date: November 18, 2005

The Administration and School Committee reserve the right to appoint the best qualified applicants and to consider additional applications beyond the closing date. The Narragansett School System is an Affirmative Action/Equal Opportunity Employer.

Posting Date: November 9, 2005