

Narragansett School System

Fall 2015

TITLE: Utility Custodian

JOB DESCRIPTION:

The Utility Custodian will work as part of the maintenance team under the supervision of the Director of Facilities and Maintenance to insure the school site(s) are operating as fit as possible. The Utility 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 performance of minor maintenance to various building systems such as: floors, ceilings, walls, structural surfaces, painting, flooring, lighting, plumbing, electrical, heat & ventilation, etc. The Utility Custodian will have routine tasks assigned and he/she may also be reassigned to serve in place of another employee who is absent. The Utility Custodian must be able to serve "on call" at various times throughout the year, typically emergencies, snow removal and periods of inclement weather, etc.

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 and ventilation equipment, de-icers, chemicals, painting, carpentry.
- * The ability to readily understand, carry out, and provide directions, both orally and in writing.
- * The ability to work independently, as well as with others, when required to accomplish building tasks.
- * The ability to relate with students, staff, and other members of the public.
- * High school diploma or equivalent (GED).
- * Six months related experience preferred.

DUTIES AND RESPONSIBILITIES:

- 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 Director of Facilities and Maintenance.
- Receiving, storing and distributing 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 mechanical 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 and ice removal, etc.
- Running projects and other related duties as assigned by the Director of Facilities and Maintenance.
- Perform other tasks as may be assigned by the Principal or the Director of Facilities and Maintenance.

TERMS OF EMPLOYMENT:

40 Hours / 52 weeks per year. Nights 3:00 – 11:00 PM*. Reports to Director of Facilities and Maintenance. All other terms in accordance with the NESP NEARI collective bargaining agreement.

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