

DeKalb County School District

Position Specification

Title: Custodian (12 Mo)

DIVISION	School-Based		
DEPARTMENT	School-Based		
REPORTS TO	Head Custodian or Plant Engineer		
CLASSIFICATION	System Support – Field	LEVEL	CL1
CALENDAR	12 Month	FLSA	Non-Exempt
RETIREMENT	Public School Employee Retirement	APPROVED (HR)	07/02/2012

General Statement of Job

Maintains the interior and exterior in all areas of assigned buildings.

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

- Cleans and maintains the cleanliness of all interior and exterior areas of the building.
- Moves furniture and equipment within the facility as required for various activities as directed.
- Works on site premises during periods when principal or building administrator has authorized use of building for special activities.
- Performs other duties as assigned.

Education and/or Experience:

High school diploma or GED equivalent required. Minimum of six (6) months of custodial services experience is preferred.

Certificates, Licenses, Permits: None.

Knowledge, Skills & Abilities:

May require:

Knowledge of the methods, materials, tools, equipment and practices used in maintenance; the occupational hazards and safety precautions of the trades involved; equipment maintenance and repair techniques; and standard custodial procedures and practices

Skill in effective oral, written, and interpersonal communication; care and use of industrial supplies and equipment, and customer service

Ability to detect defects in equipment and to make or report need for proper repairs or adjustments accordingly; interpret and work from schematic diagrams and drawings; work with hands in mechanically oriented situations; learn repetitive tasks quickly; demonstrate continuous physical effort including bending, walking, manipulation of and heavy lifting of equipment; use relevant hand tools and custodial equipment; and work effectively as a member of a team

ADA Requirements:

Heavy Work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

Climbing: Ascending and descending ladders, stairs, scaffolding ramps, poles and the like using feet and legs and/or hands and arms. Body agility is emphasized.

Balancing: Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces.

Stooping: Bending body downward and forward by bending spine at the waist. Requires full use of the lower extremities and back muscles.

Kneeling: Bending legs at knee to come to a rest on knee or knees.

Crouching: Bending the body downward and forward by bending leg and spine.

Reaching: Extending hand(s) and arm(s) in any direction.

Standing: Particularly for sustained periods of time.

Walking: Moving about on foot to accomplish tasks, particularly for long distances.

Pushing: Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.

Pulling: Using upper extremities to exert force in order to draw, drag, haul or tug objects in a sustained motion.

Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Requires the substantial use of the upper extremities and back muscles.

Reaching: Extending hand(s) and arm(s) in any direction.

Fingering: Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand or arm as in handling.

Talking: Expressing or exchanging ideas by means of the spoken word. One must have the ability to convey detailed or important spoken instructions to others accurately, loudly, or quickly.

Hearing: Ability to receive detailed information through oral communication; and to make fine discrimination in sounds, such as when making fine adjustments on machined parts with or without correction.

Vision: The ability to perceive the nature of objects by the eye. Acuity (near and far vision), depth perception (three dimensional vision), accommodation (adjustment of lens to eye to bring an object into sharp focus), field of vision (area that can be seen up and down or to the right or left while eyes are fixed on a given point) and color vision (ability to distinguish and identify colors) are required factors.

Repetitive Motions: Substantial movements (motions) of the wrists, hands, and/or fingers.

Performance Factors:

Interaction with Others: Ability to maintain, on a regular and consistent basis, relationships that are not characterized by high levels of hostility, social withdrawal or failure to communicate. Ability to be flexible in situations relative to daily routines. Ability to demonstrate sensitivity to the differences among diverse populations.

Concentration: Ability to maintain workflow and thought processes in the presence of frequent distractions. Ability to ignore irrelevant sights or sounds and intrusive thoughts or stimuli. Ability to manage multiple tasks simultaneously with only few or no errors.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are presented. Ability to adjust work processes without incident when new and unexpected directions are given relative to a project that may be in process. Ability to maintain composure and not compound a situation when interacting with persons who may be angry, demanding or otherwise less than polite.

Independent Judgment: Ability to complete work tasks without being given procedure directions relative to works steps or the final project.

Decision Making: Ability to make appropriate business decisions.

Organizational Skills: Ability to establish priorities; simultaneously manage multiple tasks; and deliver a quality work product by a designated deadline.

Attention to Detail: Ability to recognize errors or layout features that detract from the physical attractiveness or accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing, with superiors, colleagues, and other individuals within and external to the school system. Ability to demonstrate professionalism while interacting with others and to maintain constructive working relationships.

Attendance and Dependability: Ability to be depended on to report to work at the scheduled time and to seldom be absent from work. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.