

Southeast Technical Institute

Sioux Falls School District 49-5

JOB DESCRIPTION

Custodian-Engineer

Division/Program:	Operations, Custodial/Maintenance	Job Status:	Full-time
FLSA Status:	Non-Exempt	Reports To:	Custodial Manager
		Receives Guidance From:	Vice President of Operations and Finance
Grade/Level:	12 Month Clerical/Custodian Salary Schedule: Job Level L	Amount of Travel Required:	None
Work Schedule:	<ul style="list-style-type: none">• 12 Month, July through following June.• M-F 8:00 AM to 4:30 PM	Positions Supervised:	Custodial coordination in the absence of Custodial Manager or Night Supervisor
Prepared By Name:	Southeast Technical Institute Human Resources	Approved By Position:	Vice President of Operations and Finance
Prepared By Date:	July, 2017	Approved By Date:	July, 2017

POSITION SUMMARY

This position performs day-to-day repair and preventive maintenance for the campus buildings, equipment, and mechanical systems.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Perform corrective (repaid) and preventative maintenance on items, such as:
 - mechanical systems and equipment;
 - heating and cooling systems and equipment;
 - temperature control systems;
 - fire alarms and automatic sprinkler systems;
 - electrical systems and equipment;
 - plumbing and sewer systems and equipment;
 - program clocks and signal systems, including building communication systems;
 - lawn mowers, snow blowers and other grounds care equipment repair
 - general repair of building furnishings
 - miscellaneous maintenance services as assigned by supervisor
- Assist with snow removal
- Monitor and recommend supply and equipment needed for the engineering function.
- Respond to campus emergencies as needed.
- Work a revised schedule during holidays, weekends, emergency periods and substitute for other custodial staff when necessary.
- Performs other duties as assigned by supervisors.

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- Autonomy - Ability to work independently with minimal supervision.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Customer Oriented - Ability to take care of customers' needs while following company procedures.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Honesty/Integrity - Ability to be truthful and seen as credible in the workplace.
- Management Skills - Ability to direct oneself and effectively supervise others.
- Organized - Following a systematic method of performing a task.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Reliability - Being dependable and trustworthy.
- Responsible - Ability to be held accountable and answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.

- Time Management - Ability to utilize the available time to organize and complete work within given timelines.
- Training - Ability to develop a particular skill in others to bring them up to pre-determined standard of work performance.

SKILLS & ABILITIES

Education/Experience:

- Graduation from high school or GED certification.
- Minimum of two years' experience in HVAC and/or plumbing.
- Associate's Degree in HVAC and/or plumbing preferred.

Computer Skills

- Ability to compose and read e-mails using Microsoft Outlook.
- Ability to utilize an electronic time management system.
- Ability to utilize a work order system.

Certificates, Licenses, Required Training

- Minimum of 12 months on-the-job work experience in plumbing and/or HVAC.
- Within 120 days of hire, must complete five credit hours of plumbing and/or HVAC courses.
- Complete three plant maintenance-mechanical courses as provided through the Sioux Falls School District per a progressive schedule.

Other Requirements

- Ability to pass written and hands-on job knowledge/skills tests.
- Must have boiler experience and attend advanced boiler training as needed.
- Must have a good driving record and ability to operate a variety of motor vehicles in the Southeast Technical Institute fleet.
- Must pass pre-employment physical and drug test.
- Post offer criminal background check required.

PHYSICAL DEMANDS

Physical Demands:

Stand	F (Frequently)	<u>Lift/Carry:</u> 10 lbs or less	F (Frequently)
Walk	F (Frequently)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	F (Frequently)
Handling / Fingering	F (Frequently)	51-100 lbs	O (Occasionally)
Reach Outward	F (Frequently)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	F (Frequently)	<u>Push/Pull:</u>	
Climb	O (Occasionally)	12 lbs or less	F (Frequently)
Crawl	O (Occasionally)	13-25 lbs	F (Frequently)
Squat or Kneel	O (Occasionally)	26-40 lbs	O (Occasionally)
Bend	F (Frequently)	41-100 lbs	O (Occasionally)

N (Not Applicable)
O (Occasionally)
F (Frequently)
C (Constantly)

Activity is not applicable to this occupation.
Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements:

Talking:

- Ability to express or exchange ideas by means of the spoken word.
- Sufficient for conveying spoken information in a variety of activities and situations.

Vision:

- Sufficient visual acuity for reading; to prepare and analyze data and figures; view a computer screen; and visual inspection/assessment.

Sense of Sound:

- Sufficient to hear sounds at normal speaking levels with minimal correction.
- Ability to receive detailed information through oral communication.
- Detect and distinguish specific sounds related to the job and the equipment used for the job.

Sense of Touch:

- Handling - Working primarily with hands/hand and requires the employee to sufficiently seize, hold, grasp, and turn with one or both hands.
- Fingering - Working primarily with fingers/finger and requires the employee to sufficiently pick up and pinch a variety of items.
- Feeling - Perceiving attributes of objects such as size, shape, temperature, or texture. Requires the employee to be able to primarily touch with the skin (primarily that of fingertips).

WORK ENVIRONMENT

Occasionally outdoors and subjected to variable weather conditions of extreme cold below 32 degrees and heat above 100 degrees. Occasionally subjected to extreme noise, vibrations, mechanical and electrical hazards, fumes, odors, mists, gases, dust and poor ventilation. Occasionally works in closed-in spaces or high places with little room move. Heavy manual labor that requires the person to lift 75 pounds.

EMPLOYER STATEMENT AND EMPLOYEE AUTHORIZATION

EMPLOYER STATEMENT

Southeast Technical Institute has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors and/or Administrators as deemed appropriate. This document does not represent a contract of employment, and Southeast Technical Institute reserves the right to change this job description and/or assign tasks for the employee to perform, as it may deem appropriate.

EMPLOYEE AUTHORIZATION

I have read this job description and completely understand all of my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location and/or department without it being specifically included in the job description. If I have questions about job duties not specified on this job description that I am asked to perform, I should discuss them with my immediate supervisor and/or an Administrator. I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor and/or Administrator. I have discussed any questions I may have about this job description prior to signing it.

Employee Signature: _____ Date: _____

Employee Print Name: _____