

Southeast Technical College

Sioux Falls School District 49-5

JOB DESCRIPTION

Custodian

Division/Program:	Operations, Custodial/Maintenance	Job Status:	Full-time
FLSA Status:	Non-Exempt	Reports To:	Custodial Manager and/or Night Supervisor
		Receives Guidance From:	Vice President of Operations and Finance
Grade/Level:	12 Month Classified Staff Salary Schedule: Job Level I	Amount of Travel Required:	None
Work Schedule:	<ul style="list-style-type: none">• 12 Month, July through following June.• Shifts:• M-F 6:00 PM to 2:30 AM• M-F 10:00 PM to 6:30 AM	Positions Supervised:	None
Prepared By Name:	Southeast Technical College Human Resources	Approved By Position:	Vice President of Operations and Finance
Prepared By Date:	July, 2020	Approved By Date:	July, 2020

POSITION SUMMARY

This position provides cleaning and maintenance for the campus buildings and grounds.

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)

- Cleans buildings, classrooms, and offices per a set of cleaning protocols that includes:
 - Sweep, dust, mop, empty trash
 - Wash walls, woodwork, windows
 - Polish metal surfaces
 - Clean and maintain hard and soft surface floors
 - Clean and sanitize restrooms
 - miscellaneous maintenance services as assigned by supervisor
- Set up and tear down for a variety of campus activities.
- Perform minor repair maintenance.
- Operate HVAC, electrical, and mechanical systems,
- Observe and report needed repair of equipment, furnishings, and fixtures.
- Report supply and material needs/orders to the supervisor.
- Assist in campus facility maintenance that includes:
 - Lawns and landscaping
 - Concrete and blacktop surfaces
 - Pedestrian walkways snow and ice removal
- 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.
- 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
- Time Management - Ability to utilize the available time to organize and complete work within given timelines.

SKILLS & ABILITIES

Education/Experience:

- Graduation from high school or GED certification.
- Minimum of one year of custodial experience.

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

- Ability to attend custodial/maintenance training as provided through the Sioux Falls School District.
- Must attend low pressure boiler training.

Other Requirements

- Ability to operate cleaning equipment, and complete minor repairs on HVAC, mechanical and electrical systems.
- Must have a good driving record and ability to operate a variety of motor vehicles in the Southeast Technical College 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	F (Frequently)
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. Frequent use of cleaning chemicals and equipment. Occasionally subjected to fumes, odors, 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 College 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 College 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: _____