**Job Title**: Custodian - Groundskeeper

**Summary**: It is the responsibility of the Custodian to provide custodial duties for District 94 as well as carry out other duties as assigned by the Supervisor of Building and Grounds.

**Essential Duties and Responsibilities**: (Other duties and responsibilities may be assigned.)

* Delivers all mailings upon request.
* Substitutes for building custodians when assigned by supervisor.
* Maintains and prepares all athletic fields.
* Repairs and maintains all fences as needed.
* Maintains turf by mowing and trimming with riders and push mowers.
* Landscape work – planting and trimming trees and shrubs, grading old and new areas and operating landscape equipment.
* Remove all garbage, paper, refuse material etc. from school ground and all athletic fields.
* Maintain all district vehicles.
* Removes snow and ice from walks, stairs, drives and parking lots.
* Attends departmental and training meetings.
* Informs supervisor when supplies and equipment are needed.
* Performs on-call coverage as required.

**Supervisory Responsibilities**: None

**Education, Certification, and Experience**:

* Knowledge of cleaning equipment and landscape equipment
* Valid Drivers’ License

**Skills and abilities**:

* Must be able to perform all of the duties and responsibilities of the position
* Ability to communicate effectively and accurately, both orally and in writing, in English
* Ability to establish and maintain effective working relationships with both internal and external constituents
* Ability to work independently, stay on task, multi-task, and take responsibility to complete assigned projects and duties in a timely and efficient manner

**Physical Requirements**:

While performing job, employee is required to: (F = Frequently, O = Occasionally, S = Seldom)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Climb Ladders | O | Kneel | O | Lift/Carry > 50 lbs. | O | Push/Pull > 50 lbs. | O | Talk | O |
| Climb Stairs | O | Lift/Carry under 10 lbs. | F | Push/Pull under 10 lbs. | F | See | F | Twist | F |
| Crawl | S | Lift/Carry 10-25 lbs. | F | Push/Pull 10-25 lbs. | F | Squat | F | Walk | F |
| Hear | F | Lift/Carry 25-50 lbs. | F | Push/Pull 25-50 lbs. | F | Stoop/Bend | F |  |  |

**Calendar/Work Schedule and Compensation:**

Annual Calendar: 259 Day Calendar

Compensation: \_\_\_ Paid per the Contractual Agreement with the WCHSTA, Inc. (salaried)

\_X\_ Paid per the Contractual Agreement with the WCHSSSA (hourly)

\_\_\_ Paid per the Contractual Agreement with the WCHSSSA (salaried)

\_\_\_ Regionally-competitive salary (not paid per a collectively-bargained contractual agreement)

**Reports to**: Supervisor of Buildings and Grounds

**Classification**: \_\_\_ Administrative

\_\_\_ Supervisory

\_\_\_ Confidential (non-certified, not covered under the Contractual Agreement with the WCHSSSA)

\_\_\_ Certified (covered under the Contractual Agreement with the WCHSTA, Inc.)

\_X\_ Non-Certified (covered under the Contractual Agreement with the WCHSSSA)

**FLSA Status**: \_X\_ Non-Exempt from overtime under the Fair Labor Standards Act

\_\_\_ Exempt from overtime under the Fair Labor Standards Act