

COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title:	CUSTODIAN	File 601
Reports to:	Maintenance Supervisor and Head Custodian	
Job Objective:	Performs custodial duties to protect and preserve buildings, grounds, equipment, and furnishings.	
Minimum Qualifications:	<ul style="list-style-type: none">• High school diploma or GED. Post-secondary training in a trade is desirable.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• A record free of criminal violations that would prohibit public school employment.• Complies with drug-free workplace rules and board policies.• Keeps current with technology and other workplace innovations that support job functions.• Skill/experience in boiler operations, preventive maintenance, and basic repair procedures.• Knowledge about building systems (e.g., HVAC, fire suppression, security, communication, etc.).• Ability to read, understand, and comply with Material Safety Data Sheets (MSDS).• Holds or is qualified to obtain a pesticide application license if needed.	
Essential Functions:	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">• Performs custodial duties. Takes the initiative to perform routine tasks independently.• Keeps the maintenance supervisor and/or head custodian informed about emerging issues.• Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.• Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.• Provides for the regular and orderly removal of trash. Washes, strips, and waxes floors. Sanitizes and re-supplies toilet rooms. Cleans furniture, fixtures, walls, and windows.• Anticipates and replenishes consumable supplies to avoid work schedule interruptions. Helps with the receipt of deliveries. Inspects packages. Verifies quantities. Complies with safety and environmental regulations. Ensures that supplies are labeled and stored safely.• Cleans, moves, and arranges furnishings, supplies, and equipment as directed.• Performs minor repairs that do not disrupt the routine work schedule. Avoids disrupting building activities except during emergencies.• Deals with unexpected situations (e.g., accidents, equipment failure, etc.). Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Participates in occupational safety and health training programs as directed.• Monitors, regulates, and inspects HVAC equipment as directed. Helps prepare boilers and other equipment for annual inspections, maintenance activities, and/or shutdown.• Performs routine grounds keeping activities (e.g., mows grass, trims trees/shrubs, etc.).• Maintains playground areas and equipment as directed.• Assists with snow removal operations as directed.• Performs routine preventive maintenance activities (e.g., lubricates moving parts, replaces filters, cleans equipment, adjusts/replaces belts, changes oil, prepares items for storage, etc.).• Documents all injuries that require medical attention.• Prepares and submits reports, records, and inventories as directed.• Picks-up and delivers equipment, materials, and other supplies as directed.• Checks daily schedule to find out if a school activity requires preparation or clean up.• Assists other staff as needed to deal with time constraints and unexpected or urgent situations.• Monitors building conditions. Reports suspected problems and/or unsafe conditions (e.g., unusual odors, discolorations, noises, leaks, etc.). Maintains orderly work areas.• Anticipates and prepares for fire, health, and safety inspections. Monitors safety equipment (e.g., electrical, lighting, alarm systems, etc.) as directed. Maintains clear routes for emergency egress.• Takes appropriate action to protect district property. Ensures that assigned buildings and job sites are secured at the end of the day. NOTE: Second shift must secure work area/building before leaving (e.g., lock doors/windows, etc.). Responds to emergencies as needed.	

- Helps manage district security. Assists rental groups as directed. Directs visitors to the office.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with staff to manage or eliminate risk factors.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Acknowledges personal responsibility for decisions and conduct.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, working at various heights, and in confined spaces.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, and wet floors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

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COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: **MAINTENANCE**

File 602

Reports to: Maintenance Supervisor

Job Objective: Provides technical expertise and manual skill in the inspection, servicing, and repair of the buildings, grounds, equipment, and furnishings.

Minimum Qualifications:

- High school diploma or GED. Post-secondary training in a trade is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology and other workplace innovations that support job functions.
- Ability comply with environmental, health, and safety laws/regulations, building codes, and ADA accessibility guidelines. Ability to comprehend and use blueprints/schematic diagrams.
- Skill/experience in preventive maintenance and repair procedures (e.g., mechanical, electrical, plumbing, carpentry, masonry, etc.).
- Skill/experience in building systems (e.g., HVAC, fire suppression, security, communication, etc.).
- Multi-school or closely related building maintenance experience.
- Holds or is qualified to obtain a pesticide application license and/or asbestos hazard certificate.
- Valid driver's license. Commercial Drivers License (CDL) is desirable. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs maintenance duties. Installs equipment. Repairs structures, windows, doors, equipment, and furnishings. Takes the initiative to perform routine tasks independently.
- Keeps the maintenance supervisor informed about ongoing activities and emerging issues.
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Helps the maintenance supervisor develop short/long-range program recommendations.
- Shares knowledge about advances in operational procedures and equipment technology.
- Anticipates and replenishes consumable supplies to avoid work schedule interruptions. Helps with the receipt of deliveries. Inspects packages. Verifies quantities. Complies with safety and environmental regulations. Ensures that supplies are labeled and stored safely.
- Cleans, moves, and arranges furnishings, supplies, and equipment as directed.
- Performs repairs that do not disrupt the routine work schedule. Avoids disrupting building activities except during emergencies. Consults with the maintenance supervisor to schedule major repairs and ensure compliance with building codes and ADA accessibility standards.
- Deals with unexpected situations (e.g., accidents, equipment failure, etc.). Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Participates in occupational safety and health training programs as directed.
- Monitors, regulates, and inspects HVAC equipment as directed. Helps prepare boilers and other equipment for annual inspections, maintenance activities, and/or shutdown.
- Performs routine grounds keeping activities (e.g., mows grass, trims trees/shrubs, etc.).
- Maintains playground areas and equipment as directed.
- Assists with snow removal operations as directed.
- Performs routine preventive maintenance activities (e.g., lubricates moving parts, replaces filters, cleans equipment, adjusts/replaces belts, changes oil, prepares items for storage, etc.).
- Documents all injuries that require medical attention.
- Prepares and submits reports, records, and inventories as directed.
- Picks-up and delivers equipment, materials, and other supplies as directed.
- Checks daily schedule and coordinates preparation and clean-up activities for building events.
- Assists other staff as needed to deal with time constraints and unexpected or urgent situations.

- Performs custodial or clean-up duties during maintenance assignments/projects slow downs.
- Monitors building conditions. Reports suspected problems and/or unsafe conditions (e.g., unusual odors, discolorations, noises, leaks, etc.). Maintains orderly work areas.
- Anticipates and prepares for fire, health, and safety inspections. Monitors safety equipment (e.g., electrical, lighting, alarm systems, etc.) as directed. Maintains clear routes for emergency egress.
- Takes appropriate action to protect district property. Ensures that assigned buildings and job sites are secured at the end of the day. NOTE: Second shift must secure work area/building before leaving (e.g., lock doors/windows, etc.). Responds to emergencies as needed.
- Helps manage district security. Assists rental groups as directed. Directs visitors to the office.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with staff to manage or eliminate risk factors.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Acknowledges personal responsibility for decisions and conduct.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, working at various heights, and in confined spaces.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, and wet floors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

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COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: CUSTODIAN/MAINTENANCE

File 603

Reports to: Maintenance Supervisor

Job Objective: Performs maintenance and custodial duties to protect and preserve buildings, grounds, equipment, and furnishings.

Minimum Qualifications:

- High school diploma or GED. Post-secondary training in a trade is desirable.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).
- A record free of criminal violations that would prohibit public school employment.
- Complies with drug-free workplace rules and board policies.
- Keeps current with technology and other workplace innovations that support job functions.
- Skill/experience in boiler operations, preventive maintenance, and basic repair procedures.
- Knowledge about building systems (e.g., HVAC, fire suppression, security, communication, etc.).
- Ability to read, understand, and comply with Material Safety Data Sheets (MSDS).
- Holds or is qualified to obtain a pesticide application license if needed.

Essential Functions: The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Performs custodial and maintenance duties. Installs equipment. Repairs structures, windows, doors, equipment, and furnishings. Takes the initiative to perform routine tasks independently.
- Keeps the maintenance supervisor and/or head custodian informed about emerging issues.
- Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.
- Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.
- Provides for the regular and orderly removal of trash. Washes, strips, and waxes floors. Sanitizes and re-supplies toilet rooms. Cleans furniture, fixtures, walls, and windows.
- Anticipates and replenishes consumable supplies to avoid work schedule interruptions. Helps with the receipt of deliveries. Inspects packages. Verifies quantities. Complies with safety and environmental regulations. Ensures that supplies are labeled and stored safely.
- Cleans, moves, and arranges furnishings, supplies, and equipment as directed.
- Performs repairs that do not disrupt the routine work schedule. Avoids disrupting building activities except during emergencies. Consults with the maintenance supervisor to schedule major repairs and ensure compliance with building codes and ADA accessibility standards.
- Deals with unexpected situations (e.g., accidents, equipment failure, etc.). Follows approved safety procedures to clean up injuries involving chemicals, solvents, blood, body fluids and/or body tissues. Participates in occupational safety and health training programs as directed.
- Monitors, regulates, and inspects HVAC equipment as directed. Helps prepare boilers and other equipment for annual inspections, maintenance activities, and/or shutdown.
- Performs routine preventive maintenance activities (e.g., lubricates moving parts, replaces filters, cleans equipment, adjusts/replaces belts, changes oil, prepares items for storage, etc.).
- Maintains playground areas and equipment as directed.
- Assists with snow removal operations as directed.
- Performs routine preventive maintenance activities (e.g., lubricates moving parts, replaces filters, cleans equipment, adjusts/replaces belts, changes oil, prepares items for storage, etc.).
- Documents all injuries that require medical attention.
- Prepares and submits reports, records, and inventories as directed.
- Picks-up and delivers equipment, materials, and other supplies as directed.
- Checks daily schedule to find out if a school activity requires preparation or clean up.
- Assists other staff as needed to deal with time constraints and unexpected or urgent situations.
- Monitors building conditions. Reports suspected problems and/or unsafe conditions (e.g., unusual odors, discolorations, noises, leaks, etc.). Maintains orderly work areas.
- Anticipates and prepares for fire, health, and safety inspections. Monitors safety equipment (e.g., electrical, lighting, alarm systems, etc.) as directed. Maintains clear routes for emergency egress.

- Takes appropriate action to protect district property. Ensures that assigned buildings and job sites are secured at the end of the day. NOTE: Second shift must secure work area/building before leaving (e.g., lock doors/windows, etc.). Responds to emergencies as needed.
- Helps manage district security. Assists rental groups as directed. Directs visitors to the office.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with staff to manage or eliminate risk factors.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Participates in staff meetings and professional growth opportunities as directed.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Acknowledges personal responsibility for decisions and conduct.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, working at various heights, and in confined spaces.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, and wet floors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

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COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title:	MAINTENANCE/CUSTODIAL SERVICES DIRECTOR	File 604
Reports to:	Superintendent	
Job Objective:	Directs the delivery of district-wide maintenance services. Provides technical expertise and manual skill in the inspection, servicing, and repair of the buildings, grounds, equipment, and furnishings.	
Minimum Qualifications:	<ul style="list-style-type: none">• High school diploma or GED. Post-secondary training in a trade is desirable.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• A record free of criminal violations that would prohibit public school employment.• Complies with drug-free workplace rules and board policies.• Strong organizational, planning, and project management skills.• Keeps current with technology and other workplace innovations that support job functions.• Ability to monitor and manage compliance with environmental, health, and safety laws/regulations, building codes, and ADA accessibility guidelines. Ability to comprehend and use blueprints/schematic diagrams.• Skill/experience in preventive maintenance and repair procedures (e.g., mechanical, electrical, plumbing, carpentry, masonry, etc.).• Skill/experience in building systems (e.g., HVAC, fire suppression, security, communication, etc.).• Multi-school or closely related building maintenance experience.• Holds or is qualified to obtain a pesticide application license and/or asbestos hazard certificate.• Valid driver's license. Commercial Drivers License (CDL) is desirable. Meets all prerequisite and ongoing qualifications to be covered by the district's insurance carrier.	
Essential Functions:	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">• Directs the delivery and continuous improvement of maintenance and custodial services.• Participates as an active member of the management team. Upholds board policies and follows administrative procedures. Promotes a professional image of the school district.• Maintains open and effective communications. Promotes the district's mission, philosophy, and vision. Serves as an information resource. Keeps stakeholders informed about emerging issues.• Analyzes data to improve school operations. Helps develop and implement the district's continuous improvement plan. Identifies and develops partnerships that enhance district services.• Provides staff leadership and consensus development. Advances the change process. Implements strategies and time-frames to accomplish organizational objectives. Helps resolve problems.• Administers the board-approved budget for assigned areas of responsibility. Manages cost-control programs. Prepares requested revenue/expense projections. Develops short/long-range program recommendations. Prepares competitive bid specifications. Approves invoices for payment.• Evaluates performance to ensure that maintenance services are effective. Shares knowledge about advances in operational procedures and equipment technology.• Encourages program innovations. Pursues funding opportunities. Helps prepare grant/foundation applications. Implements funded proposals and complies with reporting requirements.• Participates in staff selection and orientation processes. Ensures the equitable distribution of workloads. Provides for coverage during staff absences.• Promotes professionalism. Assigns and supervises work crews. Trains staff in procedures to effectively accomplish assigned duties. Helps assigned staff meet established schedules. Implements locally developed personnel appraisal standards.• Oversees the periodic evaluation of district buildings, grounds, and equipment. Implements preventive maintenance programs. Consults with staff to ensure that maintenance and custodial programs are effective. Responds to stakeholder questions/concerns. Prepares work orders.• Administers air quality and asbestos management programs. Attends training courses. Develops abatement programs as needed.• Performs regular inspections of HVAC equipment/systems. Maintains required records/logs. Oversees the preparation of boilers for annual inspections and summer shutdown.	

- Manages construction/renovation projects. Monitors contractors/vendors performance. Inspects completed work. Ensures compliance with building codes and accessibility standards.
- Supervises collection, verification, and recording of program information as directed.
- Monitors inventories and reorders supplies to maintain reliable service levels.
- Oversees the routine care of the district’s landscaped areas and athletic fields.
- Updates snow emergency plans. Manages snow removal operations.
- Maintains grounds keeping equipment. Prepares seasonal equipment for storage.
- Coordinates the pick-up and delivery of equipment, materials, and other supplies.
- Coordinates preparation and clean-up activities for district events.
- Assists other staff as needed to deal with time constraints and unexpected or urgent situations.
- Manages the accurate and timely completion of reports, records, and inventories.
- Monitors compliance with fire, health, and safety regulations. Keeps prepared for inspections.
- Assists with the evaluation and revision of emergency preparedness/crisis management plans. Assists with practice drills (e.g., fire, weather, emergency evacuation, etc.).
- Takes appropriate action to protect district property. Ensures that assigned buildings and job sites are secured at the end of the day. NOTE: Second shift must secure work area/building before leaving (e.g., lock doors/windows, etc.). Responds to emergencies as needed.
- Maintains building utilization records. Assists rental groups as directed.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with staff to manage or eliminate risk factors.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Encourages parent organizations and supports school-sponsored activities.
- Pursues growth opportunities that enhance professional performance and advance district goals.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

Abilities Required: The following personal characteristics and skills are important for the successful performance of assigned duties.

- Engenders staff enthusiasm and teamwork. Promotes a positive work/learning environment.
- Acknowledges personal responsibility for decisions and conduct.
- Skillfully manages individual, group, and organizational interactions.
- Averts problem situations and intervenes to resolve conflicts.
- Interprets information accurately and initiates effective responses.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Organizes tasks and manages time effectively.
- Maintains an acceptable attendance record and is punctual.

Supervisory Responsibility: Supervises and evaluates assigned staff under the direction of the superintendent. Assumes responsibility for the results of duties delegated to staff.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, working at various heights, and in confined spaces.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, and wet floors.
- Potential for exposure to blood-borne pathogens and communicable diseases.

- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

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COLDWATER EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title:	TEMPORARY OR SEASONAL WORKER	File 605
Reports to:	Maintenance Supervisor and/or assigned supervisor	
Job Objective:	Performs a variety of assigned maintenance, custodial, cleaning, and/or grounds keeping duties. <i>Note:</i> Assignments are non-binding. Duties may change without prior notice to address unexpected situations or pressing district needs.	
Minimum Qualifications:	<ul style="list-style-type: none">• High school diploma is preferred.• Meets all mandated health requirements (e.g., a negative tuberculosis test, etc.).• A record free of criminal violations that would prohibit public school employment.• Complies with drug-free workplace rules and board policies.• Self-directed, congenial disposition, and strong diplomacy skills.• Ability to read, understand, and comply with Material Safety Data Sheets (MSDS).• Basic skill in maintenance and repair procedures may be required for some positions.• Ability to operate custodial or grounds keeping equipment may be required for some positions.• Valid driver's license and ability to meet all prerequisite and ongoing qualifications to be covered by the district's insurance carrier may be required for some positions.	
Essential Functions:	<p>The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.</p> <ul style="list-style-type: none">• Checks with the assigned supervisor to verify work schedules and assignments. Receives instructions and Carefully follows directions. Clarifies expectations and addresses questions/concerns. Takes the initiative to perform routine tasks independently.• Upholds board policies and follows administrative procedures. Promotes a professional image of the school district. Supports community partnerships that enhance district programs.• Promotes effective communications and assistance. Uses problem-solving techniques to tactfully address questions/concerns. Refers policy interpretation inquiries to administrative staff.• Informs the supervisor when leaving the job site during working hours.• Learns the correct operating procedure for all equipment associated with work assignments.• Maintains clear routes for emergency egress.• Ensures that all supplies, materials, and equipment used during work assignments are stored properly. Requests additional supplies as needed to maintain reliable service levels. Seeks advice when uncertain about product use and/or disposal procedures. Ensures that products are not transferred or stored in unlabeled containers.• Assists with the pick-up and delivery of equipment, materials, and other supplies as directed.• Performs custodial/maintenance activities when properly qualified by formal training, prior work experience, or under direct supervision. <i>Note:</i> A supervisor must inspect all repairs to ensure compliance with applicable building codes and ADA accessibility guidelines.• Performs routine grounds keeping activities (e.g., mows grass, trims trees/shrubs, picks up litter, removes graffiti, equipment malfunctions, etc.). Maintains playground areas and equipment as directed.• Removes trash. Mops, strips, and waxes floors. Vacuums and power cleans carpets. Sanitizes and re-supplies toilet rooms. Cleans lockers. Washes fixtures, walls, and windows. Dusts and polishes furniture/woodwork. Replaces light bulbs.• Cleans, moves, and arranges furnishings, supplies, and equipment as directed.• Applies paint, stain, varnish, or other surface treatments as directed.• Cleans up chemicals, solvents, blood, body fluids and/or body tissues <i>only</i> when properly trained.• Participates in occupational safety and health training programs as directed.• Documents all injuries that require medical attention.• Prepares and submits reports, records, and inventories as directed.• Checks daily schedule to find out if a school activity requires preparation or clean up.• Assists other staff as needed to deal with time constraints and unexpected or urgent situations.	

- Monitors building conditions. Reports suspected problems and/or unsafe conditions (e.g., unusual odors, discolorations, noises, leaks, etc.). Maintains orderly work areas.
- Takes appropriate action to protect district property. Ensures that assigned buildings and job sites are secured at the end of the day. NOTE: Second shift must secure work area/building before leaving (e.g., lock doors/windows, etc.). Responds to emergencies as needed.
- Helps manage district security. Assists rental groups as directed. Directs visitors to the office.
- Reports discipline problems, vandalism, graffiti, equipment malfunctions, and other related concerns.
- Takes precautions to ensure safety. Monitors situations that may indicate a problem. Works with staff to manage or eliminate risk factors.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Reports suspected child abuse and/or neglect to civil authorities as required by law.
- Strives to develop rapport and serves as a positive role model for others.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work/learning environment.
- Acknowledges personal responsibility for decisions and conduct.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses listening, observation, reading, verbal, nonverbal, and writing skills.
- Prepares accurate and timely paperwork. Verifies and correctly enters data.
- Maintains an acceptable attendance record and is punctual.

**Working
Conditions:**

Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require balancing, bending, climbing, crouching, kneeling, reaching, standing, working at various heights, and in confined spaces.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require working in proximity to moving mechanical parts.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants, combustible materials, electrical hazards, equipment vibrations, noises, odors, and wet floors.
- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with aggressive, disruptive, and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Coldwater Exempted Village School District Board of Education.

The Coldwater Exempted Village School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.