

## **TUSCOLA INTERMEDIATE SCHOOL DISTRICT Position Description**

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Position Title: Custodian  
Department: Custodial/Maintenance  
Reports To: Custodian/Maintenance Supervisor  
Prepared By: Robert Osborn                      Approved by Superintendent: 9/8/97  
Revised by: Supervisor                              Approved by Superintendent: 5/10/17  
Position Description Revised:                      Date(s): 4/23/01, 12/04, 5/17

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### **SUMMARY:**

Keeps the district's school buildings in such a state of operating excellence that they present no problems or interruptions to the educational program.

This is a TIPPA position with hourly rate and benefits as per the contract between TIPPA and the TISD Board of Education. This person works up to 8 hours a day; up to 250 days a year. Classification: Custodial/Maintenance.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Other duties may be assigned.*

- Assists in maintaining seasonal grounds work (snow, lawn)
- Cleans and preserves designated spaces, equipment, etc., in the buildings
- Restocks disposable items and provides supervisor with inventory usage and data
- Assists visiting public utilizing the facilities with directions within the buildings and in obtaining and setting up needed equipment
- Maintains building and grounds security in the building each school day

### **SUPERVISORY RESPONSIBILITIES:**

May supervise student workers or volunteer assistants.

*QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED). One year of experience in custodial/maintenance work.

### **CERTIFICATES, LICENSES, REGISTRATIONS:**

None.

### **LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to speak effectively with other employees and/or students.

### **MATHEMATICAL SKILLS:**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interests, and percentages.

### **REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few concrete variables in standardized situations.

**OTHER SKILLS and ABILITIES:**

Ability to establish and maintain effective working relationships with students, staff, and the community.  
Ability to perform duties with awareness of all district requirements and Board of Education policies.

Upon initial placement in this position, the employee must demonstrate competency in reading and basic math by passing the District's approved WorkKeys assessment test by achieving a level 4 in Applied Mathematics and a level 4 in Reading for Information.

*PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to walk, stand, bend or twist at the neck or trunk more than the average person, squat/stoop/kneel, reach above the head, use hand/grip strength, and reach forward. The employee will also occasionally climb on ladders and into vehicles, etc. The employee will regularly lift and push/pull up to 60 pounds such as vacuums and cleaning supplies, materials, and equipment. The employee must occasionally lift and push/pull over 90 pounds such as file cabinets, appliances, furniture, and when unloading trucks. Specific vision abilities required by this job include close vision. Employee must be able to communicate effectively through speech.

*WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to work indoors. The employee will occasionally work outdoors with temperatures below 32 degrees and above 100 degrees. The employee will occasionally walk on slippery surfaces. Because the employee may come in contact with or exposed to hazardous materials, they are trained in material safety handling. Personal protective equipment is available and should be worn as needed.

The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.*