

PONTOTOC TECHNOLOGY CENTER

Custodial/Maintenance Personnel Job Description

Reports To: Maintenance & Facilities Director

Prepared Date: August 2021

Contract Period: 12 Months

Salary: Support Salary Schedule

FLSA Status: Non-Exempt

SUMMARY: Keeps buildings in clean and orderly condition and has an understanding of some of the following skills:

1. Commercial/Residential Cleaning
2. Heat and Air
3. Electrical
4. Carpentry
5. Cement Masonry
6. Landscaping
7. Vehicle Maintenance
8. Custodial duties

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: Other duties may be assigned.

All cleaning operations necessary to the satisfactory operation of the plant.

Assigned maintenance operations of the plant.

Drive school bus routes and/or activities.

Set up and organize facilities for scheduled events

Other duties as assigned.

EXPERIENCE: Related experience preferred.

LANGUAGE SKILLS: Reasonable English and ability to communicate with other staff.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Oklahoma Driver's License required, School Bus Driver's License preferred.

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 talk or hear. The employee frequently is required to stand; use hands to touch, handle or feel; and reach with hands and arms. The employee is occasionally required to walk; sit; climb or balance; and stoop, kneel crouch, or crawl. The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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

EXPECTED BEHAVIOR: Maintain positive work atmosphere by behavior in a manner that promotes positive relationships with clients, customers, students, co-workers and supervisors. Maintain high degree of confidentiality regarding sensitive school, client and student information and maintain reciprocal, courteous and conflict free relationships with all staff to promote a conflict free work environment.