



## Utility Custodian

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**Reports To:** Director of M&O  
**Salary Schedule:** A  
**FLSA Status:** Hourly

**Bargaining Unit:** PSE Wenatchee M&O  
**EEO Class:** 9  
**Revised:** April 2011

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### **SUMMARY:**

Under the direction of the Lead Custodian, provide students and staff of the Wenatchee School District with a safe, attractive, comfortable, clean and efficient place in which to learn, play and develop.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Perform a proficient level of daily and seasonal custodial services in keeping assigned building areas clean and orderly to established standards.
- Make effective and efficient use of a full range of power and manual custodial equipment and supplies as provided.
- Keep building and premises, including sidewalks, driveways, and play areas neat and clean.
- Keep surrounding grounds and parking lots free from rubbish.
- Clean and sanitize rest rooms, locker rooms, and kitchens using established practices and procedures.
- Wash all interior and exterior windows and clean blinds.
- Sweep, mop, and vacuum classroom floors and dust horizontal surfaces in order to maintain quality environment.
- Conduct an ongoing/daily program of general equipment maintenance and advise Lead Custodian on major repairs needed.
- Lock and unlock assigned buildings; secure buildings when facilities are not in use checking for unlocked doors and windows.
- Promptly replace spent light bulbs and report bad ballasts.
- Make minor building repairs as able.
- Using shovels, chippers, snow blowers and sand and/or de-ice, clear snow and ice from walks, driveways, parking areas, and steps in order to maintain a clear path and secure footing.
- Comply with local laws and procedures for the storage and disposal of trash, rubbish, and waste.

- Meet with the lead custodian on a daily basis to respond to daily events, user groups, and other building needs.
- Report work order needs promptly to the Lead Custodian.
- Report immediately to the Lead Custodian any damage to school property.
- Monitor supply levels and advise Lead Custodian on needed replacements in advance so that supplies arrive in time as to not hinder custodial services.
- Set up and/or remove furniture and equipment within building as required for various events and activities and as directed by the principal or lead custodian.
- Monitor HVAC, electrical, and plumbing systems to ensure safety and economy. Ensure that lights are turned off when not needed.
- Check daily to ensure that all exit doors are open and panic hardware are working properly during the hours of building occupancy.
- May assume responsibility for the opening and closing of the building each school day and for performing security check to ensure that all doors and windows are secured and all lights are turned off; report any unauthorized occupants and vandalism, and turn off lights.
- Other related duties as assigned.

## **COMPETENCIES**

To perform the job successfully, an individual should demonstrate the following competencies:

**Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests.

**Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Conserves organizational resources.

**Problem Solving** - Identifies and resolves problems in a timely manner; Generates creative solutions; Demonstrates attention to detail; Develops alternative solutions; Works well in group problem solving situations.

**Customer Service** – Maintains professional demeanor when dealing with difficult or emotional situations; Responds promptly to staff, student and public needs; Solicits feedback to improve service; Responds to requests for service and assistance;

**Interpersonal Skills** - Keeps emotions under control; Remains open to others' ideas and tries new things. Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

**Oral and Written Communication** - Listens and gets clarification; Responds well to questions; Participates in meetings; Read and comprehend written and verbal instructions. Writes clearly and informatively.

**Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

**Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

**Safety and Security** - Observes safety and security procedures; Reports potentially unsafe conditions; Uses equipment and materials properly.

**Attendance/Punctuality** - Is consistently at work and on time; Arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions. Meets commitments; Follows policies and procedures.

#### **EDUCATION & EXPERIENCE**

- High school diploma or equivalent.
- Two (2) years of experience in school custodial work preferred.
- Knowledge of general school cleaning problems; methods, materials and equipment used in custodial work.

#### **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 stand; walk; use hands to finger, handle, grasp or feel; reach with hands and arms; push and pull, and talk, hear and smell. The employee is frequently required to stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and climb or balance. The employee must frequently lift and /or move up to 25 pounds, regularly lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus.

#### **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 regularly exposed to vibration. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; and outside weather conditions year round. The noise level in the work environment is usually moderate.