Custodial Equipment Technician

Purpose Statement
The job of Custodial Equipment Technician is done for the purpose/s of providing custodial maintenance for all owned equipment; preventive maintenance, and general upkeep throughout the district.

This job reports to Manager of Custodial Services

Essential Functions
- Assists in finding and maintaining vendors for the purpose of supplying parts for current equipment inventory.
- Assists in the training of all custodial staff in the area of equipment usage for the purpose of developing proper procedures with equipment usage.
- Assists in yearly capital purchase process for custodial equipment for the purpose of developing standards within the equipment inventory.
- Assists with snow removal operations or other unplanned requirements, which could occur outside normal working hours for the purpose of ensuring access and safety.
- Attends work on a regular and predictable basis for the purpose of providing students with high quality services and instruction.
- Attends unit meetings, in-service training, workshops, etc. (e.g. meeting with vendors about current equipment training, etc.) for the purpose of gathering information required to perform job function.
- Completes and submits a daily report for the purpose of tracking daily tasks and trends throughout the district.
- Completes and assigns in-house equipment requests (e.g. carpet machines, power sprayers, etc.) for the purpose of tracking needs and usage throughout the district.
- Delivers a variety of items (e.g. supplies, packages, furniture, equipment, etc.) for the purpose of distributing materials to the appropriate parties at the site.
- Maintains an inventory of parts and equipment needed for the purpose of maintaining all equipment in the custodial division.
- Monitors the usage patterns of equipment within the district for the purpose of informing the Custodial Services Manager of any issues or trends that may be occurring.
- Provides data for a spreadsheet that tracks the costs and lifespan of each piece of equipment to the Custodial Services Manager for the purpose of tracking current condition of equipment.
- Replenishes and delivers all orders for in-stock equipment to schools for the purpose of filling the needs of the district.
- Tracks and performs preventive repairs and other repairs on all equipment within the Custodial Department for the purpose of keeping the equipment working and monitoring costs.
**Other Functions**

- Performs other related duties, including custodial, as assigned for the purpose of ensuring the sufficient, efficient, and effective functioning of the work unit.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: repairing and operating equipment used in industrial maintenance including electrical cleaning equipment, common tools, etc. and adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read and follow instructions; and understand written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning, safety practices and procedures, and must have current equipment knowledge and repair training. Knowledge is required to perform basic computer skills, including internet usage, and Microsoft Office software.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals; work with similar types of data; and utilize a variety of job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities, communicating with diverse groups, meeting deadlines and schedules, working as part of a team, ability to lift 50 pounds, ability to climb ladders up to 8 feet, and working with constant interruptions.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization’s services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 5% sitting, 70% walking, 25% standing. The job is performed under some temperature extremes and under conditions with some exposure to risk of injury and/or illness.

**Experience:**

Job related experience is desired.

**Equivalency:**

..

**Required Testing**

**Certificates and Licenses**

Essential Function Test  Missouri Class E Driver's License
Physical Exam

**Continuing Educ. / Training**

**Clearances**

Asbestos maintenance and operations training within 30 days of hire. Annual two-hour refresher course. Annual bloodborne pathogen training.

Must be at least 18 years old

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

12/6/2021

**Salary Grade**

See Classified Salary

Custodial Equipment Technician
The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.