

JOB DESCRIPTION

TITLE: CUSTODIAL/GENERAL MAINTENANCE TECHNICIAN

PRIMARY FUNCTION:

Performs routine and non-routine cleaning in an assigned area or areas to provide proper building sanitation by following prescribed cleaning schedules.

DESIRED QUALIFICATIONS:

1. High school diploma or GED equivalency.
2. Ability to work with limited supervision to perform routine cleaning.
3. Knowledge/experience in general building and maintenance repairs.
4. Ability to recognize problems and move quickly to solve them.
5. Ability to walk, stand, kneel, and lift. In addition, possess the ability to lift a minimum of 25 pounds.

REPORTS TO:

Custodial/Maintenance Foreman
Director of Facilities and Logistics.

PERFORMANCE RESPONSIBILITIES:

1. Perform general routine cleaning functions that include, but not limited to: trash removal/disposal, sweeping, dusting, dust mopping, wet mopping, vacuuming and spot cleaning of carpet, restroom sanitation, cleaning glass/windows/mirrors, restocking soap dispensers and paper supplies, sanitizing drinking fountains, replacing light bulbs, cleaning/replacing air conditioning filters/vents, and cleaning walls.

2. Adheres to proper cleaning methods, storage, proper care and disposal of equipment and supplies.

Page 2

Job Description

Custodial/General Maintenance Technician

3. Responds to needs of the administration and staff of the school which includes, but not limited to: setting up for meetings and class functions, moving furniture, and assisting with deliveries.
4. Responds promptly to accidents or potential safety hazards such as spills, restroom issues, and student illnesses.
5. Reports all accidents and/or potential hazards to the building principal immediately.
6. Attends any in-service training to develop and improve knowledge and skills of building service/maintenance.
7. Conduct an ongoing program of general repair and maintenance.
8. Assist other maintenance technicians in the performance of other tasks as required.
9. Recommend supplies and equipment for purchase, and maintain inventory of district-owned tools, equipment, supplies, and materials for job description.
10. Uses and wears safety and protective equipment as appropriate.
11. Takes all necessary and reasonable precautions to protect students, employees, visitors, and facilities.
12. Complies with and supports the school division regulations and policies.

13. Assist school personnel in moving items within and between buildings.
14. Be familiar with the proper use and care of hand tools, power tools, equipment, hardware, fasteners, and building materials.
15. Assume responsibility for completing repair work.
16. Apply paint, varnish, stain, and enamel to protect and decorate interior/exterior surfaces.

Page 3

Job Description

Custodial/General Maintenance Technician

17. Prepare surfaces prior to applying coating, filling, nail holes, cracks and joints.
18. Transport students on a daily bus route in an emergency situation when there are not enough regular or substitute bus drivers available.
19. Perform any other specific and reasonable duties as shall be requested by appropriate supervisors.

TERMS OF EMPLOYMENT:

As per statement of employment for non-certificated personnel.

EVALUATION:

Performance will be evaluated in accordance with school board policy and regulations on evaluation of personnel.

Adopted: by the Bristol Virginia School Board on 03/20/2017.

Revised: by the Superintendent of Schools on November 30, 2020.