

TITLE: Maintenance Helper/Replacement Head Custodian

QUALIFICATIONS:

1. Must be able to read and understand the English language (i.e. chemicals labels)
2. Must keep a valid Wyoming driver license at all times.
3. Must demonstrate aptitude and competence of assigned responsibilities.
4. Must possess skills and certifications to operate a variety of equipment in a safe and effective manner.
5. Must have good interpersonal skills that foster positive and effective cooperation with supervisors, administrators, faculty, co-workers, and students.
6. Any alternatives to the above qualifications as the Board may find appropriate or acceptable.

REPORTS TO: Facilities Director, Maintenance Staff and Head Custodians

JOB GOAL: To provide assistance to the Building and Grounds Department.

PERFORMANCE RESPONSIBILITIES:

1. Assist the maintenance staff with any job duties that may arise.
2. Assist with dissemination of items to facilities.
3. Assist with care of grounds and grounds equipment.
4. Assist in keeping the maintenance shop and vehicles in a clean and presentable manner.
5. Serve as a replacement head custodian. Perform standards outlined in Job Description 5.13 and as coordinated with the head custodians requests.
6. Lead the seasonal crew in lawn care and schedule all the lawn care at the facilities in coordination with the grounds coordinator.
7. Responsible for proper use of school district property.

PHYSICAL DEMANDS:

1. Upper body strength to lift up to 40 pounds and carry more than 50 feet throughout the work day.

2. Lower body strength to stand and walk throughout the day.
3. Ability to lift 75 pounds to waist height.
4. Ability to work at heights in excess of 10 feet from ladders, catwalks, roof tops, etc.
5. Ability to work around or be in contact with items that affect senses (i.e. – chemicals, loud equipment).
6. Need to be adaptable to varying temperature and climates encountered indoors or outdoors.
7. Ability to work in confined spaces.

TERMS OF EMPLOYMENT: Employment relationship with the District is at will and of indefinite duration as per District Policy. Salary and fringe benefits to be set by Board of Trustees.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Classified Personnel.

The intent of this job description is to provide a representative summary of the types of duties and responsibilities that will be required of the positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job related tasks other than those specifically presented in this description. Fair Labor Standards Act (exempt/non-exempt) is designated by position. Sheridan County School District No. 2 actively supports Americans with Disabilities Act and will consider reasonable accommodations.