



Custodian

SUMMARY: Under basic supervision, maintains attractive, sanitary, and safe facilities for students, staff and public in order to minimize property damage, loss, and liability exposure; arranges equipment and furniture for meetings, activities, and events; performs minor repairs and preventive maintenance.

ESSENTIAL FUNCTIONS -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and duties performed by incumbents of this class. Employees are required to be in attendance and prepared to begin work at their assigned work location on the specified days and hours. Factors such as regular attendance at the job are not routinely listed in job descriptions, but are an essential function. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs custodial and janitorial duties, including routine cleaning, sports facilities, trash disposal, and restroom and cafeteria sanitation in MPS facilities; duties may vary according to job assignment.
- Follows safety rules and MPS procedures to minimize risk of accidents and liability exposure.
- Cleans facilities using manual and power equipment; maintains grounds and common areas; moves furniture and equipment; sets up and tears down equipment and facilities for special events and activities; performs minor repairs and preventive maintenance tasks.
- Cleans up spills and unsafe conditions in a timely manner and according to procedures.
- Reports safety hazards, equipment problems, and emergency situations.
- Supports the relationship between the Mandan Public Schools and the general public by demonstrating courteous and cooperative behavior when interacting with clients, visitors, and School staff; maintains absolute confidentiality of work-related issues, client records, and School information; follows compliance rules governing child abuse; performs related duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience Guidelines

High School diploma or GED equivalent; AND one year of maintenance experience; OR an equivalent combination of education, training and experience.

Knowledge of:

- MPS policies and procedures.
- City safety rules and regulations, occupational hazards and safety precautions.
- Materials and equipment used in cleaning and maintaining buildings, grounds, and equipment.

Skill in:

- Operating and maintaining tools and equipment in a safe and effective manner.
- Closely following verbal and written instructions and procedures.
- Establishing and maintaining effective working relations with co-workers.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid North Dakota State Driver's License may be required.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work is performed indoors and outdoors at MPS facilities; requires constant physical efforts and ability to lift and move items weighing up to fifty pounds; may be exposed to safety hazards and dangerous tools and equipment.