

Delaware Valley School District



Custodial and Maintenance

Job Descriptions

POSITION: **MAINTENANCE**

REPORTS TO: Director of Support Services

Qualifications

1. Must possess a knowledge of tools and equipment.
2. Must possess a good mechanical aptitude.
3. Must have a sufficient physical strength to do manual labor.
4. Must possess the ability to understand and follow oral and written directions.
5. Must be able to complete written reports.
6. Must possess the ability to work with a variety of people.
7. Should have at least one year's prior experience in maintenance work.
8. Have the ability to perform essential functions.
9. Be an American citizen or qualified alien.
10. All clearances and trainings will be in accordance with state regulations.
11. Meet all state and federal qualifications.

Requirements:

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside and outside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.

Essential Functions:

The Maintenance worker shall:

1. Communicate effectively in English both verbally and in writing.
2. Read and comprehend written material relative to the position.
3. Set an example of a stable emotional climate for parents, staff, and students.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Maintain professional attitude.
7. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.
8. Demonstrate an ability to cooperate toward district goals.
9. As the incumbent in this non-supervisory position, not make judgmental decisions affecting other certificated, professional staff.
10. Lift materials up to 50 pounds
11. Be able to work independently, without supervision.
12. Possess good decision-making skills in pressure situations.

Duties:

The maintenance worker shall:

1. Have a knowledge of materials and methods used in custodial work.
2. Have a knowledge of the operation and care of vacuum cleaners, scrubbing machines and all equipment used by custodial staff.
3. Be familiar with the needs of the schools electrical, plumbing, and carpentry and must be familiar with the use of the tools in these trade areas.
4. Be able to paint indoors and outdoors as needed.
5. Be able to keep playground equipment in good order.
6. Be able to assemble, repair, and install instructional and non-instructional equipment.
7. Be able to remove snow by hand, blower, or truck plow from all roadways and walks in the school district.
8. Be able to cut grass with mower or tractor and do all the trimming.
9. Be responsible to assist in the moving of furniture and equipment and delivery of supplies.
10. Be familiar with the maintenance needs of the schools in the following areas: plumbing, electrical, water systems, heating systems, carpentry, kitchen equipment, roofs, flooring, and door and window hardware.
11. Maintain personal hygiene as deemed necessary by the Director of Support Services.
12. Do any other duties as assigned by the Director of Support Services.
13. Be qualified to operate waste water treatment and domestic water systems.

Evaluation:

Performance of the position of Maintenance worker will be evaluated by the Director of Support Services.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: **HEAD DAY CUSTODIAN**

REPORTS TO: Director of Support Services

Qualifications:

1. Must possess general knowledge of heating, ventilation, sanitation, and preventative maintenance.
2. Have the ability to perform essential functions.
3. Be an American citizen or qualified alien.
4. All clearances and trainings will be in accordance with state regulations.
5. Meet all state and federal qualifications.

Requirements:

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside and outside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.

Essential Functions:

The head day custodian shall:

1. Communicate effectively in English both verbally and in writing.
2. Read and comprehend written material relative to the position.
3. Set an example of a stable emotional climate for parents, staff, and students.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Demonstrate an ability to cooperate toward district goals.
7. As the incumbent in this non-supervisory position, not make judgmental decisions affecting other certificated, professional staff.
8. Lift materials up to 50 pounds.
9. Be able to work independently, without supervision.
10. Possess good decision-making skills in pressure situations.

Duties:

The head day custodian will:

1. Maintain high standards of cleanliness, neatness, and safety.
2. Be responsible for coordinating all activities with evening custodial personnel.
3. Assume responsibility for building safety, clearing all fire exits, and checking all safety devices.

4. Maintain a daily work report noting all conditions that should be reported.
5. Participate in all building cleaning activities as required.
6. Assist the building principal and custodians' supervisor in developing budget requests for custodial supplies, materials, and equipment.
7. Maintain and control equipment and supply inventory.
8. Be responsible for the security of buildings including the provision of building security for all activities in the buildings on nights and weekends.
9. Check on all mechanical equipment and report any malfunction of heating or ventilation equipment. The head custodian should always be mindful of conservation of fuel, water, and electricity.
10. Perform, assist, and/or direct all routine custodial and preventive maintenance that must be done.
11. Maintain school grounds including cutting and trimming grass and shrubs, sweeping walks, moving snow and ice, keeping the grounds free of paper and debris.
12. Receive, store, and distribute school supplies to teachers as directed.
13. Clean and mop cafeteria as needed during and after lunch period.
14. Assist or direct the preparation for school events by setting up and tearing down as required.
15. Direct and be responsible for summer house cleaning of building.
16. Schedule work of other custodians on all shifts and check to see that all work is carried out.
17. Maintain personal hygiene as deemed necessary by the Director of Support Services.
18. Perform any other work as assigned by the building principal or buildings and custodians supervisor.

Evaluation:

Performance of the position of Head Day Custodian will be evaluated by the Director of Support Services.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: **HEAD NIGHT CUSTODIAN**

REPORTS TO: Director of Support Services

Qualifications:

1. Must possess general knowledge of cleaning materials and equipment.
2. Have the ability to carry out oral and written instructions.
3. Must demonstrate a mechanical aptitude.
4. Have the ability to perform essential functions.
5. Be an American citizen or qualified alien.
6. All clearances and trainings will be in accordance with state regulations.
7. Meet all state and federal qualifications.

Requirements:

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside and outside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.

Essential Functions:

The head night custodian shall:

1. Communicate effectively in English both verbally and in writing.
2. Read and comprehend written material relative to the position.
3. Set an example of a stable emotional climate for parents, staff, and students.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Demonstrate an ability to cooperate toward district goals.
7. As the incumbent in this non-supervisory position, not make judgmental decisions affecting other certificated, professional staff.
8. Lift materials up to 50 pounds.

Duties:

The head night custodian will:

1. Report all unsafe conditions and maintain security in the building.
2. Coordinate activities with the head day custodian.
3. See that pencil sharpeners, waste cans, and trash receptacles are emptied.
4. Participate in building cleaning activities as required.

5. Dust and clean windows, door panes, blackboards, chalkboards, and lockers. Vacuum rugs, dust or damp mop floors.
6. Wash and dust furniture, fixtures, windowsills, trim, doors, and related furnishings.
7. Clean and service lavatories, restrooms, and toilets.
8. Adjust window shades and blinds nightly.
9. Collect all paper, debris in containers for pick-up, and tools. Report all equipment damage that is in need of repairs.
10. Check, clean, and properly care for all cleaning equipment that is in need of repair.
11. Open and close building and maintain security.
12. Lock and unlock doors to classrooms, offices, etc.
13. Mop, sweep, and scrub floors and other surfaces.
14. Renovate, renew, and maintain floors daily.
15. Check playground equipment monthly and make minor repairs as required.
16. Sweep pavements, walkways, and steps.
17. Sound fire alarms and render assistance to staff by supervising exit of students during drills.
18. Assist with the inventory of custodial supplies.
19. Be involved in the preventative maintenance program of the school including painting, opening internal waste lines as necessary, along with sink drains and traps, changing of filters, greasing and oiling heat units and fans.
20. Know the operation of all mechanical equipment in the building, particularly the proper and safe starting and stopping of such equipment.
21. Be thoroughly acquainted with all light and power electrical panels, where they are, and what they operate.
22. See that all fire and safety regulations are met throughout the building.
23. Be responsible for all work activities in the building during the night shift.
24. Maintain personal hygiene as deemed necessary by the Director of Support Services.
25. Perform any other duties as assigned by the Director of Support Services.

Evaluation:

Performance of the position of Head Night Custodian will be evaluated by the Director of Support Services.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position and guidelines set forth by the attending physician(s).

POSITION: **CUSTODIAN**

REPORTS TO: Director of Support Services

Qualifications:

1. Must possess general knowledge of cleaning materials and equipment.
2. Have the ability to carry out oral and written instructions.
3. Must demonstrate a mechanical aptitude.
4. Have the ability to perform essential functions.
5. Be an American citizen or qualified alien.
6. All clearances and trainings will be in accordance with state regulations.
7. Meet all state and federal qualifications.

Requirements:

1. Is mobile for extended periods of time based upon required tasks.
2. Is mobile to travel distances inside and outside school facilities.
3. Able to climb stairs.
4. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
5. Is able to withstand emotional stress.
6. Can tolerate many types of situations and personalities.
7. Maintain professional attitude.
8. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community agencies.

Essential Functions:

The Custodian shall:

1. Communicate effectively in English both verbally and in writing.
2. Read and comprehend written material relative to the position.
3. Set an example of a stable emotional climate for parents, staff, and students.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Demonstrate an ability to cooperate toward district goals.
7. As the incumbent in this non-supervisory position, not make judgmental decisions affecting other certificated, professional staff.
8. Lift materials up to 50 pounds.
9. Be able to work independently, without supervision.
10. Possess good decision-making skills in pressure situations.

Duties:

The Custodian will:

1. Report all unsafe conditions.
2. Check all doors and windows in order to maintain security in the building.
3. See that pencil sharpeners, waste cans, and trash receptacles are emptied.
4. Dust and clean windows, door panes, blackboards, chalkboards, and lockers.

5. Wash and dust fixtures, windowsills, trim, doors, and related furnishings.
6. Clean and service lavatories, restrooms and toilets.
7. Vacuum rugs and dust or damp mop floors.
8. Adjust window shades and blinds nightly.
9. Collect all paper, debris in containers for pick-up, and tools.
10. Check, clean, and properly care for all cleaning equipment and tools.
11. Report all equipment damage that is in need of repair.
12. Lock and unlock doors to classrooms, offices, etc.
13. Mop, sweep, and scrub floors and other surfaces.
14. Renew and maintain floors daily.
15. Check playground equipment and make minor repairs.
16. Sweep pavements, walkways, and steps as well as assure these areas are kept clean of snow and ice when required.
17. Sound fire alarms and render assistance to staff by supervising exit of students during drills.
18. Assist with the inventory of supplies.
19. Perform preventative maintenance responsibilities such as painting, opening internal waste lines as necessary along with sink drains and traps, changing filters, grease and oil heat units and fans.
20. Know the operation of all mechanical equipment in the building, particularly the proper and safe starting and stopping of such equipment.
21. Be thoroughly acquainted with all light and power electrical panels, where they are, and what they operate.
22. See that all fire and safety regulations are met throughout the building.
23. Maintain personal hygiene as deemed necessary by the Director of Support Services.
24. Perform any other duties as assigned by the Director of Support Services.
25. See that the American flag is properly displayed.

Evaluation:

Performance of the position of Custodian will be evaluated by the Director of Support Services.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: **NETWORK TECHNICIAN**

REPORTS TO: The Director of Technology

Qualifications:

1. 2 or 4-year college degree in Computer/Technical related field or two to four years of related experience and/or training, or equivalent combination of education and experience.
2. Certified Licensed Microsoft Technician, A+ Certified, or equivalent Course Training and Experience a plus.
3. Possess the ability to install any new software
4. Setup machines from an image file
5. Be familiar with TCP/IP and other network protocols
6. Install network equipment (hubs, switches, routers, PC's, Servers)
7. Install software service packs and updates
8. Familiar with Windows NT Operating Systems
9. Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
10. Ability to write reports, business correspondence, and procedure manuals.
11. Ability to effectively present information and respond to questions from groups of administrators or teachers.
12. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
13. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
14. Able to follow instructions implicitly
15. Has the ability to perform essential functions
16. Be an American citizen or qualified alien
17. All clearances and trainings will be in accordance with state regulations
18. Meet all state and federal qualifications

Physical/Mental Requirements:

1. Is able to stand; use hands to finger, handle or feel; reach with hands and arms; and talk or hear
2. Is able to work and stoop, kneel, crouch, or crawl
3. Occasionally required to sit, climb or balance
4. Frequently lift and/or move equipment
5. Vision abilities require close vision, depth perception, and ability to adjust focus
6. Is mobile for extended periods of time based upon required tasks.
7. Is able to drive to and from remote locations.
8. Able to climb stairs.
9. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
10. Is able to withstand emotional stress.
11. Can tolerate many types of situations and personalities.

12. Maintain professional attitude.
13. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community service agencies.

Essential Functions:

The Network Technician shall:

1. Communicate effectively in English both orally and in writing on a college level.
2. Read and comprehend written material on a college level.
3. Set an example of a stable emotional climate for parents, staff, and students to model.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Recommend system upgrades based on the latest technological advances
7. Demonstrate an ability to cooperate toward district goals.

Duties:

The Network Technician:

1. Performs network troubleshooting to isolate and diagnose common network problems.
2. Upgrades network hardware and software components as required.
3. Installs, upgrades, and configures network printing, directory structures, rights, security, and software on file servers
4. Provides users with network technical support and program support
5. Responds to the needs and questions of users concerning their access of resources on the network and use of resources
6. Establishes network users, user environment, directories, and security for networks being installed
7. Effectively and efficiently install, replace and repair various types of computers, laptops, network systems and electronic equipment
8. Accurately estimates labor and materials costs
9. Performs skilled maintenance and repair of computers and a variety of related equipment, including regular backup of assigned servers
10. Replaces defective components and wiring using a variety of hand tools and soldering equipment
11. Requisitions and maintains an adequate supply of parts and repair materials
12. Diagnose and troubleshoot problems involving workstation and LAN technology
13. Assist in the cabling of LANs
14. Install printers/peripherals on a network and do repair
15. Assist with desktop rollout and asset inventory
16. Troubleshoot software problems
17. Troubleshoot and respond to user questions

18. Must be proficient in the installation and use of Windows Operating Systems and Microsoft Office
19. Track and update open and closed calls and/or escalate problems as directed by procedures
20. Must be able to take/follow direction, stay on task and maintain a daily work log
21. Must be able to work in a team environment and able to work through the appropriate communication channels.
22. Ability to handle stressful situations and meet deadlines is required.

Evaluation:

The Director of Technology will evaluate the performance of the Network Technician.

References should be able to be provided that indicate work experience in the above mentioned areas.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.

POSITION: **TECHNOLOGY MAINTENANCE TECHNICIAN**

REPORTS TO: The Director of Technology

Qualifications:

1. 2-year college degree in Computer/Technical related field or two to four years of related experience and/or training and technical certifications, or equivalent combination of education and experience.
2. Possess the ability to install any new software
3. Ghost and setup machines from an image file
4. Install network equipment (hubs, switches, routers, PC's, Servers)
5. Install software service packs and updates
6. Ability to effectively present information and respond to questions from groups of administrators, teachers, and students
7. Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
8. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form
9. Able to follow instructions implicitly
10. Has the ability to perform essential functions
11. Be an American citizen or qualified alien
11. All clearances and trainings will be in accordance with state regulations.
12. Meet all state and federal qualifications

Physical/Mental Requirements:

1. Is able to stand; use hands to finger, handle or feel; reach with hands and arms; and talk or hear
2. Is able to work and stoop, kneel, crouch, or crawl
3. Occasionally required to sit, climb or balance
4. Frequently lift and/or move equipment
5. Vision abilities require close vision, depth perception, and ability to adjust focus
6. Is mobile for extended periods of time based upon required tasks.
7. Is able to drive to and from remote locations.
8. Able to climb stairs.
9. Can perceive speech or the nature of sounds in the air with or without a hearing aid.
10. Is able to withstand emotional stress.
11. Can tolerate many types of situations and personalities.
12. Maintain professional attitude.
13. Demonstrate the facilitative qualities of empathy, honesty, and positive regard in interpersonal relationships with parents, pupils, district personnel, and community service agencies.

Essential Functions:

The Technology Maintenance Technician shall:

1. Communicate effectively in English both orally and in writing on a college level.
2. Read and comprehend written material on a college level.
3. Set an example of a stable emotional climate for parents, staff, and students to model.
4. Dress appropriately.
5. Demonstrate appropriate language usage.
6. Recommend system upgrades based on the latest technological advances
7. Demonstrate an ability to cooperate toward district goals.

Duties:

The Technology Maintenance Technician:

1. Performs PC, laptop and printer troubleshooting to isolate and diagnose common problems
2. Upgrades hardware and software components as required
3. Provides all users with computer and software/program support
4. Responds to the needs and questions of users concerning their hardware and software issues
5. Handles user inquiries and troubleshooting via phone support/help desk
6. Utilizes remote support techniques
7. Effectively and efficiently install, replace and repair various types of computers, laptops, network systems and electronic equipment
8. Performs skilled maintenance and repair of computers and a variety of related equipment
9. Replaces defective components and wiring using a variety of hand tools for cutting, drilling and prepping areas for mounting equipment and soldering equipment
10. Requisitions and maintains an adequate supply of parts and repair materials
11. Diagnoses and troubleshoots problems involving workstation and LAN technology
12. Assists in the cabling of LANs
13. Installs printers/peripherals on a network and do repair
14. Assists with all technology equipment rollouts and asset inventory
15. Installs and has knowledge of current Windows Operating System and current version of Microsoft Office
16. Tracks, updates, opens and closes trouble calls as directed by procedures
17. Works with vendors troubleshooting hardware issues
18. Must be able to take/follow direction and stay on task
19. Must be able to work in a team environment and able to work through the appropriate communication channels.
20. Ability to handle stressful situations and meet deadlines is required.

Evaluation:

The Director of Technology will evaluate the performance of the Technology Maintenance Technician.

References should be able to be provided that indicate work experience in the above mentioned areas.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. Employees in this position will be required to perform any other duties requested by their administrator(s) and/or supervisor(s) in accordance with the essential functions and duties for this position.