



Prairie School Building & Grounds Custodian

Job Description

SUMMARY:

In collaboration with the Maintenance Director and Maintenance & Grounds Assistant, and within the framework of district policy, the Building & Grounds Custodian will provide custodial and cleaning services to the new and remodeled buildings, building systems and all site and facility amenities. The Custodian will ensure compliance with District policies and all applicable codes related to facilities.

This is a 12-month, non-exempt position with full benefits.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

| Description of Job Tasks | Frequency | % of Time |
|--|--|---|
| | Weekly = W Monthly = M Quarterly = Q Annually = A | basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25% |
| <p>1. Interact with and assist students, staff, visitors and groups during and after regular school hours to ensure needs are met regarding building use: Perform custodial duties such as cleaning, sweeping, mopping, vacuuming, dusting, polishing and trash removal of classrooms, offices, cafeteria, break rooms, bathrooms, locker rooms, hallways, entryways, gymnasiums, weight room and other areas of a facility including exterior grounds and Athletic Complex to ensure a safe and sanitary school environment. Guide students, staff, and guests in the care and use of the facility through effective communication (oral and written) with the Superintendent, Principal, teaching staff, custodial staff, students, and community members.</p> | D | 60% |
| <p>2. Provide set up, tear down and cleaning after activities. Respond to requests, last-minute needs, unscheduled events, changes, etc. regarding building use. Move and set up furniture and equipment as requested.</p> | D | 20% |
| <p>3. Foster a positive working environment and high quality of work. Collaborate with Maintenance Director to resolve issues, schedule work, plan projects, inspect the building and coordinate building activity needs. Assist Maintenance Director with hiring, training, evaluation and daily work load of night/ event custodians.</p> | D | 8% |
| <p>4. Monitor and inspect buildings and facilities for safety and cleanliness. Maintain and make minor repairs to facilities and troubleshoot and report areas requiring maintenance to supervisor. Notify Maintenance Director and/ or Superintendent of hazardous or harmful situations.</p> | D | 2% |
| <p>5. Secure facility by locking doors, windows, and setting alarms. Monitor building security throughout shift.</p> | D | 2% |
| <p>7. Report supply and equipment needs to Maintenance Director. Perform daily preventative maintenance of site custodial equipment.</p> | D | 2% |
| <p>8. Ensure proper use, identification, mixture and application of chemicals, including the requirements and use of Safety Data Sheets (SDS).</p> | D | 1% |



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| | | |
|--|---------|------|
| 9. Comply with practical and practicable energy conservation procedures. | D | 1% |
| 10. Adhere to scheduled and emergency attendance requirements, including regular and punctual employee presence. Normal working hours are 8:00am – 6:00pm (10-hr day) Monday - Thursday <i>Overtime will be granted on an as needed basis and must be approved prior to occurrence.</i> | D | 1% |
| 11. Perform special cleaning and assist with renovation projects. Operate large cleaning equipment and assist with floor maintenance and restoration as needed. Some of these projects may require hours outside normal working hours; <i>time will need to be managed accordingly.</i> Perform seasonal projects such as mowing areas not accessible by a ride-on mower, tree trimming, cleaning outside windows, snow removal for areas not accessible by plows and other assigned seasonal projects. | Q | 1% |
| 12. Respond as essential personnel in case of an emergency, weather or environmental event, and/or school/facility/district closure. | A | 1% |
| 13. Perform other duties as assigned. | Ongoing | 1% |
| | Total | 100% |

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- One of the following criteria preferred:
 - A minimum of 5 years experience in: building, plumbing, electrical, or mechanical trades. Experience in K-12 facility maintenance preferred but not required.
 - Associate's or Bachelor's degree in facilities management, construction management, engineering, or related field. Experience in K-12 facility maintenance preferred but not required.

TECHNICAL SKILLS, KNOWLEDGE, AND ABILITIES:

- Very strong organizational, planning and time-management skills.
- Progressively responsible management and leadership experience; Ability to work independently or as part of a team
- English language skills and customer service skills
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to manage multiple tasks with frequent interruptions
- Knowledge of cleaning and sanitization methods and products
- Ability to operate a computerized security system
- Ability to maintain honesty and integrity in all aspects of the job
- Ability to promote and follow Board of Education policies, District policies, administrative guidelines, and building and department procedures
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator
- Critical thinking and problem-solving skills.



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- Knowledge of and ability to interpret International Building Codes, life safety codes, ADA regulations, construction documents, State, City and local statutes and regulations.
- Ability to promote and follow Board of Education policies, District policies and building and department procedures.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.
- Ability and willingness to carry a cell phone, be on call and/or respond to calls 24/7.
- Ability to understand building systems and construction drawings.
- Requires a valid Colorado driver's license.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

| Physical Activities: | Typical Amount of Time | | | |
|--|------------------------|------|-----------|-------|
| | None | <30% | 30% - 60% | > 60% |
| Stand | | | | X |
| Walk | | | | X |
| Sit | | X | | |
| Use hands to finger, handle or feed (paper towels, etc.) | | | | X |
| Reach with hands and arms | | | | X |
| Climb or balance | | X | | |
| Stoop, kneel, crouch, or crawl | | X | | |
| Talk | | | X | |
| Hear | | | X | |
| Taste | X | | | |
| Smell | | | X | |
| Weight and Force Demands: | Typical Amount of Time | | | |
| | None | <30% | 30% - 60% | > 60% |
| Up to 10 pounds | | | | X |
| Up to 25 pounds | | | | X |
| Up to 50 pounds | | | X | |
| Up to 100 pounds | | | X | |
| More than 100 pounds | X | | | |



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| | Typical Amount of Time | | | |
|---|------------------------|------|-----------|-------|
| | None | <30% | 30% - 60% | > 60% |
| Mental Functions: | | | | |
| Compare and Analyze | | X | | |
| Communicate & utilize Interpersonal Skills | | | | X |
| Coordinate, Instruct, & Evaluate | | X | | |
| | Typical Amount of Time | | | |
| | None | <30% | 30% - 60% | > 60% |
| Work Environment: | | | | |
| Wet or Humid conditions (non-weather related) | | X | | |
| Work near moving mechanical parts | | | X | |
| Work in high, precarious places | | X | | |
| Fumes or airborne particles | | X | | |
| Toxic or caustic chemicals | | X | | |
| Outdoor weather conditions | | X | | |
| Extreme cold (non-weather related) | X | | | |
| Extreme heat (non-weather related) | X | | | |
| Risk of electrical shock | | X | | |
| Work with explosives | X | | | |
| Risk of radiation | X | | | |
| Vibration | | X | | |

Vision Requirements:

- Close vision (clear vision at 20 inches or less)
- Distance vision (clear vision at 20 feet or more)
- Color vision (ability to identify and distinguish colors)
- Peripheral vision
- Depth perception
- Ability to adjust focus

| Noise Level Exposure: | | | | |
|-----------------------|-------|----------|------|-----------|
| Very Quiet | Quiet | Moderate | Loud | Very Loud |
| | | X | | |



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COMPENSATION and SUPERVISION:

FLSA Status: Non-Exempt (hourly)

Based on experience and technical background, compensation ranges from \$20.39-\$24.67/ hour. Position is based on 208 working days / 2080 hours for the 2024-2025 fiscal year.

Complete benefits package including health insurance provided.

Reports to Maintenance Director.

POSITION OPEN UNTIL FILLED.

Applications may be accessed at Prairie School District's website: <https://www.prairieschool.org/page/job-openings>

For any questions, please contact LHickey@PrairieSchool.org or (970)437-5351 x 1020.

Send completed applications & resumes to LHickey@PrairieSchool.org or

Prairie School District RE-11J

Attn: Lana Hickey/ FINANCE

42315 County Road 133

New Raymer, CO 80742

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prairie School District RE-11J is an equal opportunity educational institution and does not unlawfully discriminate on the basis of race, color, ethnicity, sex, gender identity/expression, national origin, creed, religion, age, sexual orientation, disability or veteran status in admission or access to, and treatment and employment in its educational programs or activities.