

MAINTENANCE / CUSTODIAL WORKER

POSITION GOAL

To professionally fulfill the goals and objectives in conjunction with the philosophy, objectives and policies set forth by the Western Area Career & Technology Center Joint Operating Committee.

OVERALL RESPONSIBILITY

The Maintenance/Custodial Worker performs tasks to ensure maintenance of building and grounds and must be able to operate all equipment required to ensure maintenance, repairs, new fixture installations, grass cutting, weeding and snow removal. As well as cleaning, waxing, dusting, scrubbing, vacuuming, and trash removal.

Adhere to policies, procedures and protocols established by federal, state and local agencies and the Joint Operating Committee, and philosophies consistent with those of the administration and/or designee.

ORGANIZATIONAL RELATIONSHIP

The Maintenance/Custodial Worker is directly responsible to the Maintenance Supervisor.

QUALIFICATIONS

Ability to perform all duties and responsibilities as listed herein. Certifications in areas requiring expertise. Advance certification in areas approved/required by the administration. Possess a Valid Pennsylvania driver's license.

DUTIES AND RESPONSIBILITIES

The essential functions of this position include, but are not limited to, the following fundamental duties:

- Honor and protect the confidentiality of students, personnel, and school business.
- Maintain a professional attitude and appearance.
- Install, maintain and/or service safety and security systems.
- Maintenance of lighting, plumbing, heating & ventilation systems, and sewage treatment plant systems.
- Participate in preventive maintenance of equipment, electrical motors, small engines, furniture, electronics and other infrastructure.
- Assemble, install, maintain, and remove fixtures, furniture, and or equipment.
- Drive motor vehicles, tractors, & lift trucks to transport or discard materials as needed.
- Empty trash from waste receptacles, removing litter from grounds and buildings, then

WESTERN AREA CAREER & TECHNOLOGY CENTER

688 Western Avenue, Canonsburg, PA 15317

subsequent disposal in approved areas.

- Mix and use chemical cleaners to remove dirt and debris from any and all areas as needed.
- Waxing, mopping, sweeping and dusting around the buildings and grounds facilities.
- Vacuuming carpets, mopping floors, waxing floors, cleaning shops, classrooms, hallways, doors and windows as needed.
- Removal of dirt and debris and/or snow and ice from sidewalks, curbs, parking lots and roads using a variety of equipment such as shovels, leaf blowers, hoses, pressure washers, and vehicles.
- Work to portray a positive image for the Western Area Career & Technology Center.
- Perform all other duties assigned by the Maintenance Supervisor and or/designee.

TERM OF EMPLOYMENT: Full-time, year round position.

EVALUATION: Performance will be evaluated on an annual basis by the Maintenance Supervisor and/or Executive Director

This position holder must be able to perform the essential job functions with or without reasonable accommodation. It is the responsibility of the employee to inform the Western Area Career & Technology Center Executive Director of any and all reasonable accommodations that will be required.