

**PLYMOUTH COMMUNITY SCHOOL CORPORATION  
JOB DESCRIPTION**

**JOB TITLE:** Class III – Building Maintenance / Grounds / Head Custodian

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**EXEMPT:** No  
**SALARY LEVEL:** Per Classified Policy - Maintenance  
**LOCATION:** Plymouth Community School Corp.  
**REPORTS TO:** Director of Maintenance and Building Principal  
**LENGTH OF WORK:** 6:30 a.m. to 3:30 p.m.  
8 hours / day, 5 days / week

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**ESSENTIAL FUNCTIONS** include the following. Other duties may be assigned.

1. Be familiar with and utilize maintenance manuals provided by equipment suppliers relative to proper settings, maintenance and operation of all equipment in the School Corporation. This includes such equipment as:
  - a. Wall heating units
  - b. Circulation of air and water throughout building
2. Diagnose electrical and mechanical problems, and then make the necessary repairs as needed.
3. Diagnose plumbing problems and make repairs as needed.
4. Complete work orders as approved by the Maintenance Director.
5. Account for all tools and equipment assigned to each individual.
6. Keep all tools in good working order.
7. Observe all laws and standards as set forth under IOSHA and AHERA.
8. Recommend the need for supplies and/or equipment to the Maintenance Director.
9. Strive to provide a comfortable "living" environment for students and staff.
10. Remove snow from walk at entrances.
11. Maintain security of all equipment.
12. Be in charge of all custodians in the building and their evaluations.
13. Maintain a positive relationship with other staff, parents, and students.

**QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Employee must maintain a positive relationship with other staff, parents, and students.

**EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED); or one to three years related experience and/or training; or equivalent combination of education and experience.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid state driver's license - operator permit

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to supervisor and other employees of the organization.

**MATHEMATICAL SKILL:**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to talk and hear. The employee frequently is required to stand; walk; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and climb or balance. The employee is occasionally required to sit; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must be able to lift 80 pounds repeatedly. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to fumes or airborne particles and toxic or caustic chemicals.

The noise level in the work environment is usually moderate to loud.

**TERMS OF EMPLOYMENT:**

Twelve months per year. Salary and benefits as per Classified Policy.

**EVALUATION:**

**An evaluation will be done on the employee's performance after the first 30 days and then on an annual basis.**

*Revised 12/8/00*