

Jordan School District
CLASSIFIED JOB DESCRIPTION

Job Title: **Custodial Energy/Grounds Trainer (M12)**

Job Family: 02

Department: Custodial & Energy Services

Lane Placement: **9**

Supervisor's Title: Director Custodial/Energy Services

Contract: 245 Days

FLSA Classification: Non-Exempt

Hours per Day: 8

Original date: 04/19 Revised: Revised: Revised: **GENERAL FUNCTION**

Under the supervision of the director of custodial & energy services, the **Custodial Energy/Grounds Trainer** will work closely with the energy team, custodians and facilities personnel to improve the appearance of facility grounds and reduce utility and other operational expenses. Will develop, implement and maintain a facility grounds inspection program which will include monitoring sprinkler systems, grounds upkeep, playground equipment, preventive maintenance of HVAC systems and other custodial equipment. Will develop and implement a JCOS training program for custodians in the proper upkeep of grounds and preventive maintenance processes. Incumbent will be asked to substitute for head custodians during times of absences and assist with other custodial or energy related activities, including respond to after hour's calls.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

ESSENTIAL FUNCTIONS

- Develop, implement and maintain a preventive maintenance inspection program which will include grounds, sprinkler systems, playground equipment, preventive maintenance of HVAC, electrical and plumbing systems and custodial equipment.
- Develop and implement a Jordan Custodial Operating System (JCOS) grounds training and inspection program. Topics will include:
 - Proper sprinkler system operation, scheduling and maintenance.
 - Grounds equipment maintenance.
 - Proper maintenance of playgrounds, shrub beds, fences, lawns, concrete/parking areas.
 - HVAC operating time, temperature and lighting.
- Incumbent will be asked to substitute for head custodians during times of absences and assist with other custodial or energy related activities, including respond to after hour's calls.
- Provides leadership and direction in matters pertaining to energy, water and other environmental conservation programs within the District.
- Use weather data and coordinate with the director, facilities personnel and head custodians to establish operating times and schedules for the automated sprinkling systems to insure proper watering/irrigation practices.
- Participate in emergency clean-ups (e.g. fire, flood and earthquake).
- Develop and recommend environmental conservation policies and procedures for buildings in the District. Perform minor maintenance and repair on electrical, plumbing, heating, cooling and cleaning equipment.
- Act as resource for questions from custodial personnel.
- Train custodians in the proper completion of the following duties and may perform and/or supervise the following as assigned (e.g. general cleaning tasks, perform major summer cleaning of a District building, prioritize and assign work to staff, provide input in employee evaluations, perform minor to moderate repair of building equipment, break down boilers for inspection and reassemble, clear snow and ice, submit work orders for major or special repairs, complete all required paperwork, including payroll, custodial reporting, etc., ensure the building is secure with locked doors and security systems in operation, order custodial supplies and maintain supply inventory and swimming pool maintenance).

- Operate and maintain equipment (forklifts, custodial equipment, Genie Lifts, etc.) in a safe manner to ensure safety of self and co-workers and avoid damage to buildings and equipment. Provide training to employees loaning equipment as needed.
- Load truck and trailer in an organized manner to facilitate convenient deliveries/pickups. Pick up/deliver equipment, supplies and waste products to/from appropriate school/building.
- Interact positively with administrators, school and District staff, vendors and other stakeholders. Resolve problems as needed.
- Operate a light truck to visit any/all buildings within the District. Inspect vehicle daily to ensure proper fluid levels, gauges, tire pressure and damage or wear. Reports any problems to supervisor. Operate truck with snow plow, lift gate, and or trailer as needed.
- On call at all times for District facilities emergencies.
- This position requires punctual and regular daily attendance at work location.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal background check.
- Will be subject to pre-hire and random drug testing.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Minimum Job Qualifications:

- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires four years of previous work experience with demonstrated competence in custodial or maintenance work.
- Requires completion of the JCOS Basic and Management Certifications and must become a Certified Playground Safety Inspector within one year from hire date as a condition of employment.
- Must keep up-to-date on changes with Federal and State agencies (e.g. OSHA, Risk Management, Division of Air Quality and the Board of Health) in order to ensure the District's compliance with these laws.
- Requires a valid driver's license that allows incumbent to legally operate a motor vehicle in Utah.
- Must demonstrate competence in reading, writing, and basic math.
- Requires the ability to interact with all levels of employees within the District, including administration, custodian, secretaries and sweepers, as well as external vendors, other districts, businesses, etc.
- Requires knowledge in all areas for the custodial field (e.g. floor care, safety, grounds care, etc.).
- Requires a mechanical aptitude in plumbing, electrical, general repairs, the operating of heating, cooling and indoor air quality.
- Requires full understanding of the JCOS Program, including budgets, inventories and Building Progress Evaluation Reports, so goals and necessary training can be determined for head custodians, assistant custodians and sweepers.

- Must be self-motivated and proactive in completing tasks with minimal direction.
- Requires a valid driver's license that allows incumbent to legally operate a motor vehicle in Utah.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

Machines, Tools & Equipment Used:

- Standard office equipment
- Tools, equipment and machines specific to Custodial / Energy Services.
- Operates District or personal vehicle for occasional inter-District or local travel.

Physical Requirements – Not limited to the following:

- Frequent walking, standing, hearing, repetitive bending, gripping/pinching, balancing on icy surfaces, continuous sweeping/mopping (up to one hour), wearing and using backpack vacuum (up to two hours), climbing six to 10 foot ladders, carrying ladders 200 plus feet, near and far visual acuity.
- Frequent lifting floor to waist up to 40 pounds, awkward carry up to 40 pounds, awkward lift/push and pull/maneuvering.
- Occasional floor level tipping up to 140 pounds, awkward overhead lifting, floor to shoulder lift up to 50 pounds and single arm lift and carry.
- Occasional squatting, kneeling, stooping and hearing (continuous)
- Some exposure to fumes, dirt, dust, grease, cold and heat.

- Occasional (0-33%) Frequent (34-66%) Constant (66-100%)
- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

NOTE: *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*