



**Kiamichi Technology Centers**

## **Maintenance/Custodian**

This position is assigned duties and responsibilities related to the maintenance, repair or upkeep of buildings, grounds or other district property. This may include assisting in the construction or renovation of buildings, general maintenance and upkeep of plumbing, heating, air conditioning, electrical and other systems, minor repairs to machinery or other equipment, and general maintenance of grounds or lawns.

### **DUTIES & RESPONSIBILITIES:**

Duties & responsibilities may vary by campus, but may include the following:

- Sweeps, dusts, mops, scrubs, washes, vacuums, waxes, and polishes building floors, walls, woodwork, windows, furniture, equipment, and hardware.
- Cleans and sanitizes laboratories, washrooms; keeps washrooms supplied with paper, towels, and soap.
- Collects and disposes of trash and garbage; moves equipment and furniture such as beds, tables, and chairs.
- Requests and distributes custodial supplies; maintains inventory.
- Change filters in heating and cooling units regularly; check building(s) for leaks
- Complete general maintenance that keeps buildings and grounds neat in appearance and an asset to the community.
- Keep Kiamichi vehicles clean inside and out and in good repair to include buses, vans, trucks, mowers, etc.
- Follow approved purchasing process on all purchases.
- Observes and reports safety violations; actively participates in emergency situations.
- Maintains necessary records; prepares required reports.
- Flower beds should be kept neat, trimmed and fresh year round
- Lawns should be kept neat and edged.
- Keep Campus Director advised of major maintenance needs.
- Other duties as directed and/or assigned.

Incumbents should possess basic knowledge of the materials, methods, tools and equipment used in various building and maintenance trades; and of hazards and safety precautions related to the trade in which work is performed; and various cleaning methods, materials, and equipment used in custodial work; of proper procedures for disposing of waste, including medically contaminated sharps and/or medically soiled and contaminated dressings and supplies; and of chemical product safety; and ability is required to follow written and oral instructions.

**Education and Experience** requirements consist of a High School Diploma or GED.

**SPECIAL REQUIREMENTS:** Incumbents must be willing and able to perform all job-related travel normally associated with this position to include obtaining a school bus drivers license. Moderate to heavy lifting may be required.