



# Poudre School District

## HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Custodial Equipment Technician / Flooring Project Coordinator** FLSA Status: **Non-Exempt**  
 Job Family: **Custodial** Pay Range: **CS40H**  
 Prepared/Revised Date: **June 30, 2022** Job Code: **60855**

**SUMMARY:** Responsible for scheduling and performing maintenance, service, and repair on all district custodial equipment. Plan, schedule, and actively monitor flooring repairs and large-scale flooring replacement projects. Train staff on proper use of custodial equipment and proper floor care.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty 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. Frequency of duties, percent of time and work year may vary based on department or building assignment.*

Description of Job Tasks	Frequency	% of Time
	Daily = <b>D</b> Weekly = <b>W</b> Monthly = <b>M</b> Quarterly = <b>Q</b> Annually = <b>A</b>	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Schedule and perform the maintenance of all district custodial equipment, inclusive of diagnosing problem and following equipment diagrams. Perform onsite repair and servicing of custodial equipment. Pick up, repair, and deliver equipment, if necessary. Communicate with head custodians regarding equipment repairs and maintenance. Manage work orders for equipment repairs and maintenance. Perform small gasoline engine repairs on snow blowers, leaf blowers, etc.	D	35%
2. Collaborate with Custodial & Delivery Services Manager and district staff to identify and estimate full flooring system replacements and necessary repairs or patch work. Plan, schedule, and monitor flooring repairs and flooring projects. Establish project schedule, coordinate work with vendors, and coordinate with school administrators and staff. Review bids and proposals submitted by vendors.	D	35%
3. Track and inventory district custodial equipment. Maintain stock and inventory of parts necessary for equipment repairs and other consumable supplies associated with equipment use.	D	10%
4. Remove snow and ice from sidewalks as needed to ensure safe egress to and from the building.	D	1%
5. Attend work and arrive in a timely manner.	D	1%
6. Assist in training on the proper use and maintenance of custodial equipment. Review best practices for preventative maintenance.	W	5%
7. Collaborate with custodial staff on proper floor care and maintenance on all types of flooring systems. Coordinate summer refinishing and restoration projects, order supplies necessary to complete projects, and provide oversight to ensure project quality. Hold training classes on best practices for floor care and restoration.	Q	5%
8. Collaborate with Custodial & Delivery Services Manager and vendors for pricing, evaluating, and purchasing of new custodial equipment	Q	4%
9. Perform various custodial duties; may be required to substitute for a head custodian when necessary.	A	1%
10. Participate in the on-call rotation for the Custodial Department.	A	1%



11. Respond as essential personnel in case of an emergency, weather, or environmental event, and/or school/facility/district closure.	A	1%
12. Perform other duties as assigned.	Ongoing	1%
	<b>TOTAL=</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or completion of G.E.D.
- Specialized technical courses in small engine repair and AC and DC electrical circuitry preferred
- More than three years of custodial experience related to floor care preferred
- Equivalent combination of education and experience acceptable

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire
- Valid Colorado driver’s license
- Must meet District driver insurability requirements

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Math skills
- Customer service skills
- Ability to manage multiple priorities
- Specialized skills in mechanical repair of custodial equipment
- Ability to use and understand equipment repair manuals
- Ability to use tools required to complete equipment repairs
- Knowledge of commercial carpet and flooring repair
- Knowledge of electrical schematics
- Knowledge in the refinishing of floors, including hardwood floors
- Knowledge of and ability to employ an integrated approach to designing and planning flooring projects
- Ability to participate and work in a team environment
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- 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

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals
- Operating knowledge of custodial equipment preferred at hire
- Operating knowledge of electrical aerial lift platforms preferred at hire; required within three months after hire

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	# of EMPLOYEES
<b>Direct reports:</b>	This job has no direct supervisory responsibilities.	

- Assist with training custodial employees on equipment
- Required to carry and respond to cellphone during assigned shift



**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands, work environment factors and mental functions described below 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.*

PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit		X		
Use hands to finger, handle, or feed				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:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
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			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute		X		
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile		X		
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)		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)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock		X		
Work with explosives	X			
Risk of radiation	X			
Vibration	X			



<b>VISION DEMANDS:</b>	<b>Required</b>
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

<b>NOISE LEVEL:</b>	<b>Exposure Level</b>
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	