



The School Board of Polk County

<http://www.polk-fl.net>

Job Description

Position Title: Custodian - Groundskeeper
FLSA Status: Non-Exempt
Salary Grade, if non-union:
Pay Grade, if union: AFSCME Cust/Maint/Veh Svcs
Non-Union or Specific Collective Bargaining Agreement: AFSCME Custodian Union

Our Mission:

The mission of Polk County Public Schools is to provide a high quality education for all students.

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The duties are intended to describe the nature and level of work being performed by the employee assigned to the position. This job description is not meant to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position. Other duties may be assigned which are not listed. Additionally, when duties and responsibilities of this job change, this job description will be reviewed and updated, subject to changes and business necessity.

Custom Job Purpose:

This position exists to perform heavy manual work in cleaning in and around buildings and grounds. Maintains landscape at multiple sites throughout the School District.

Essential Functions of this Job

Empties trash containers and other receptacles. Dusts ledges, furniture, lights, etc. Replaces spent light bulbs, strips, cleans, burnishes, and applies finish to hard surface floors. Vacuums and shampoos carpets. Cleans and disinfects drinking fountains. Assist in the maintenance of clean, safe and sanitary toilets, shower and dining room facilities. Refills restroom dispensers. Washes walls, windows, and glass surfaces.

Performs duties related to maintenance of school grounds such as grass mowing, edging, weed and tree trimming. Performs the duties within the scope of capabilities as assigned by the supervisor.

Uses tools, equipment and materials such as mops, power floor scrubber and buffer, vacuums, mop bucket and wringer, push and corn broom, floor and window squeegee, dust cloths, dustpans, finishes, toilet bowl mops and brushes, ladders, dollies, insecticides, germicides, bowl acid, cleaning agents, seals, lawn care tools such as lawnmowers, edgers, weed trimmers, garden tools, and two-syste equipment, and other tools related to lawn and shrub maintenance, and maintenance hand tools. Follows instructions for proper use and mixture of chemicals and supplies.

Assists parts room personnel in stacking of crates, boxes, etc. Assists with the setups of facilities for meetings, classrooms, and events. Accurately completes all DOT and District required paperwork.

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Non-Essential Functions of this Job

Performs other duties as assigned.

Knowledge, Skills and Abilities:

Some knowledge of the methods and equipment used in custodial tasks. Knowledge of grounds equipment and proper landscape processes. Ability to understand and follow instructions. Ability to work continuous hours while standing. Ability to learn routine custodial and grounds duties. Bilingual/biliterate preferred.

Education, Experience and/or Certification/License Requirements

Completion of eighth grade, providing proof, if attainable, or an equivalent combination of training and experience. Must have a valid Florida Driver's License to work on the County wide mowing teams, and pass all required Department of Transportation requirements.

Work Context:

Requires standing, walking and moving about to coordinate work. Requires face-to-face discussions and contact with individuals and/or teams. Requires coordination of work tasks to establish priorities, set goals and meet deadlines.

Physical Environment:

Requires standing for the majority of the day, and the ability to frequently lift, carry, move and/or position objects weighing between 20 and 50 pounds, and occasionally up to 100 pounds. Requires working both indoors and outdoors. Requires exposure to outdoor elements, including weather changes, foliage, insects. Requires the handling and use of cleaning solvents and solutions. Requires the proper use of personal protective devices and equipment as assigned.

Local Code: 1257
EEO5: 50
Approval Date: 1996-06-11
Date Last Revised: 2013-09-12

The School Board of Polk County, Florida, prohibits any and all forms of discrimination and harassment based on race, color, sex, religion, national origin, marital status, age, homelessness, or disability or other basis prohibited by law in any of its programs, services, activities or employment.