

# Skilled Labor I

## Chickasha Public Schools

**Job Title:** Skilled Labor  
**Location:** School Site  
**Immediate Supervisor:** Asst. Supt. Of Maintenance/Principal/Main. Supervisor  
**Supervises:** Custodians/Grounds

**Purpose of Position:**

To keep the District's facilities in proper operating condition, maintain the proper degree of safety and promote efficiency to insure an environment conducive to a quality education program.

**Qualifications:**

High school diploma or GED  
 Minimum three years of satisfactory experience as a school custodian or grounds maintenance  
 Supervisory experience mandatory  
 Physically capable of performing prescribed duties

<b>Physical requirements:</b>	<b>Skills, knowledge and abilities:</b>
<ul style="list-style-type: none"> <li>● Good health and high energy level</li> <li>● Ability to lift objects weighing <b>30 lbs. or more</b></li> <li>● Ability to climb &amp; descend a ladder</li> <li>● Extensive kneeling, crawling &amp; bending</li> <li>● Ability to tolerate a stressful environment</li> <li>● Ability to lift objects above shoulder level</li> <li>● Extensive pushing/pulling and twisting</li> </ul>	<ul style="list-style-type: none"> <li>● Ability to read warning labels and safety documents</li> <li>● Ability to comprehend and follow both written and oral instructions</li> <li>● Ability to communicate by giving comprehensible oral instructions</li> <li>● Ability to perform basic numerical calculations</li> <li>● Familiarity with machinery used in cleaning</li> <li>● Ability to interact courteously with students and adults</li> <li>● Attention to detail</li> <li>● Ability to work without close supervision</li> <li>● Familiarity with cleaning products and chemicals</li> <li>● Proficient in multi-tasking</li> </ul>

**Essential Job Functions** (The duties listed below are not intended to depict all tasks required by this position. Duties may also be divided among staff as directed by the Supervisor.)

- Comply with School Board Policy
- Be alert to repair work and safety conditions; anything found unsafe should be reported to supervisor and rendered safe as soon as possible
- Keep an up to date inventory of supplies
- Perform assigned daily tasks on time
- Communicate and confer frequently with the Assistant Superintendent of Maintenance and Transportation
- Be alert to repair work and safety conditions; anything found unsafe should be reported to supervisor and rendered safe as soon as possible
- Responsible for maintenance and general repairs on all buildings and grounds within the Chickasha School District
- Comply with relevant laws and procedures for the storage, use and disposal of chemicals, trash, rubbish, waste and blood borne contaminated items

- Move furniture and/or equipment within the building(s) as required for various activities and as directed by supervisor
- Remain on the work-site premises during work shift schedule unless excused by the Assistant Superintendent of Maintenance and Transportation
- Make such building repairs as individual is capable of doing
- Perform such yard keeping chores as grass cutting, edging, trimming as needed
- Responsible for performing preventive maintenance on all tractors, riding mowers, and all push lawn equipment to insure minimal down time and costly repairs to district owned equipment
- Assist in the preparation of school facilities and game fields in preparation for school events
- Run the inner school mail route as required
- Assist with the school lunch program's commodity pick up, school backpack program and distribution
- Capable of operating the school's vehicles and equipment necessary to carry out the duties of his/her job. The operation of school vehicles by the employee must be limited to business that is necessary to perform his/her job. It is not to be used for personal business.
- Promote high standards of safety and good housekeeping
- Repair and maintain playground equipment
- Utilize all communications systems appropriately
- Keep informed of new methods
- Keep written records of work completed
- Keep up with fire and safety rules
- Be on call as needed, above the regular hours
- Make certain that no equipment or supplies are left outside
- Provide supervision for extra activities
- Know names of tools and proper use of tools
- Ability to assist whenever possible
- Ability to do light framing and light trim carpentry
- Ability to measure
- Ability to hang drywall
- Ability to do general repair such as, hanging bulletin boards, carpet repair, ceiling repair, tile repair etc.
- Respects the privacy of confidential matters relative to students, patrons and personnel
- Uses good judgment at all times
- Comply with all items contained in the district's Hazard Communication Program
- Attend quarterly safety meetings as scheduled by the district safety coordinator

**Other Job Functions:**

- Perform other duties that may be necessary to achieve job purpose, or that may be assigned
- Attend approved professional development activities that may improve professional competence or enhance the job purpose.

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Employee Signature

Date