

**Maintenance / Custodian**  
Job Description

**Supervisor:** Fiscal Administrator      **Classification:** Non-Exempt

**Wage Range:** \$18.99 - \$20.18

**Work Hours:** 7:30 a.m. – 12:30 p.m. / 2:00 p.m. – 5:00 p.m.  
11:00 a.m. – 7:00 p.m.

**Minimum Qualifications:** Must have High School Diploma or GED. Have the ability to walk, stand, bend, stoop and lift up to 50 lbs. Must have knowledge and experience in sanitation and use of cleaning products and chemicals. Must be able to perform general maintenance tasks. Prior experience in custodial work is preferred. Able to work flexible hours for the purposes of snow removal.

**Program Requirements:**

1. Ability to pass all criminal background checks.
2. Must be approved by Board and Policy Council.
3. Will be required to complete an initial health examination that includes screeners or tests for communicable diseases, as appropriate.
4. Must possess a valid driver's license and be insurable.
5. Have good verbal and written communication skills as well as computer skills.
6. Have the ability to work independently or in a team environment.
7. Must be able to advocate for low-income families and those with special needs within the community.
8. Able to work evenings and travel if necessary.

**General Duties:**

1. Support the budget and adhere to budget constraints.
2. Demonstrate knowledge of and adhere to all OCDC Policies and Procedures, Childcare regulations, and Federal Performance Standards.
3. Demonstrate proper use of supplies and equipment and assist in the maintenance of Oahe Child Development Center (OCDC) grounds and facilities.
4. Participate in annual self-assessment, community assessment process, trainings, and staff meetings.
5. Support OCDC Policies and Procedures in the community, region and state when speaking about program mission, goals, and philosophy.
6. Attend CPR training every two years and first aid training annually. Must obtain certification in CPR every two years and first aid upon expiration date. Utilize this training as needed to provide services to children and families enrolled in the program.
7. Follows active supervision guidelines.

### **Primary Responsibilities:**

1. Do a daily sweep of the perimeter to remove any obstacles such trash, etc.
2. Clean facility at the Pierre locations. These duties include but are not limited to: dust and wipe furniture; sweep, mop, or vacuum floors; empty/clean wastebaskets and trash containers; replace light bulbs; refill restroom dispensers, etc.
3. Clean and maintain rural facilities as needed.
4. Clean and sanitize restrooms/bathrooms using established practices and procedures.
5. Assist with the setup of facilities for meetings, classrooms, conferences, events, etc.
6. Strip, clean, buff and apply floor sealer/wax to hard surface floors, vacuum and shampoo carpets.
7. Use and maintain any power equipment and hand tools; buffers, scrubbers, vacuums, brooms, mops for the cleaning and general maintenance of floors, walls, carpets, furniture, office equipment etc.
8. Wash walls and equipment; use ladders when required.
9. Secure building when facilities are not in use checking for unlocked doors, windows, and turn off lights.
10. Follow instructions regarding the use of chemicals and supplies. Use as directed. Keep MSD sheets updated and current with products used.
11. Perform cleaning and related activities such as removing snow, rocks and debris from sidewalks around buildings and on playground, using hand operated tools or power equipment.
12. Move furniture, equipment, supplies and tools on an incidental basis.
13. Wash accessible interior and exterior windows. Clean blinds and vents.
14. Attend to emergencies when necessary.
15. Safely operate all company vehicles. Do minor maintenance of vehicles such as cleaning, replacing wipers or batteries, etc.
16. Do routine maintenance work, such as painting, fixing playground equipment and carpentry work.
17. Attend all required meetings and trainings, such as OSHA trainings and use of new products and methods and techniques in cleaning.
18. Handle recycling materials.
19. Keep track of cleaning supplies and order when supplies are needed, following the purchase order procedure.
20. Support and enforce all governmental policies, such as One Call, OSHA rules and other safety guidelines.
21. Maintain general maintenance of facilities, including but not limited to: electrical, plumbing, carpentry, masonry and lawn care. Repair and maintain sinks, toilets, faucets, etc.
22. Troubleshoot minor repairs such as adjustment of locks on cabinets and doors, hinges, and key slots.

23. Follow the schedule of preventative maintenance to include tasks such as changing furnace filters, checking fire extinguishers, flushing floor drains, etc.
24. Fill out Repair and Service request forms and call for repair/service work as needed after working with Fiscal Administrator.
25. Responsible for snow removal as needed.
26. Perform other duties as assigned.