

CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION

Job Title: Environmental Custodial Technician**Department:** Operations**Grade** H**H.P.D.** 8**D.P.Y.** 260**Job Description****Date Reviewed:** May 2023**Reports To:** Building Services Manager**Purpose of Job**

The purpose of this job is to perform as an Environmental Custodial Technician in the school system. Duties and responsibilities include maintaining and cleaning building and grounds. While all regular custodial duties are expected, this position will specifically address potential environmental hazards, such as mold clean up and mitigation. Must be flexible in regards to work sites and working multiple work sites in a short time period. If asked to report to multiple work sites in one day, transportation will be provided from the initial site to other locations and then returned to the initial site upon completion of the workday. Environmental Custodial Technicians will respond to all building emergencies.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Clean, inspect, and remove mold throughout the buildings.

Perform and manage mold mitigation.

Inventory and load the work vehicle with equipment, products, and supplies needed for each project.

Prepare room/area for work activities. Set up staging area and equipment for each project.

Responds to all emergencies outside of normal duties.

Write reports, safety regulations, and preventative maintenance plans.

Must have/be able to obtain any certifications needed to perform duties

Assist the district with wood gym floor refinishing and maintenance.

Clean and maintain outside athletic facilities.

Collects and empties trash throughout the building; dust mops office and/or vacuums or spot mops.

Dust mops and spot mops lobbies and vacuums entrance mat; mops and buffs front foyer, lounge area, classrooms, hallways and other areas requiring this action.

Prepares dining areas and empties trash during and after breakfast and lunch; cleans cafeteria/dining area after breakfast and lunch.

Checks building walls for marks and vandalism and clean as needed.

Sets up furniture and boards for all spaces; prepares conference rooms, meeting spaces, cafeteria and gymnasium for programs (chairs, etc.).

Cleans up areas where faculty/staff/students have become ill and transfers biohazard material for disposal.

Does light plumbing and carpentry for building; changes burned out light bulbs and replaces ceiling tile as needed using stepladder. Replaces chair and desk glides; adjust table and desk legs.

Boxes up and stores files for office.

Strips and seals floors throughout the building; shampoos carpets; cleans windows and window blinds.

Strips floors with a scrubbing machine and proper pad after applying a stripping chemical.

Paints building as needed when supplies are provided; keeps snow and ice from walkways during winter months.

Moves and stores furniture; checks and cleans all custodial equipment after each use.
Assembles equipment and furniture as needed.

Demonstrates ability and flexibility to work at various schools and buildings throughout the district to fill in or provide support as needed.

Operates school system owned, noncommercial vehicle to transport self and/or other custodians to/from work sites.

Operates school system vehicle to transport chemicals, equipment, etc. to different locations throughout the district.

Operation of personal vehicle to multiple locations at any given time.

Fills in to provide backup support for every classification of custodial position when needed during absences or low-staffing situations.

Performs routine maintenance work around the building.

Adapts to a constant change in work schedules and locations.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma (or equivalent) required, with one to three years of custodial and lead worker experience, preferably within a local government (or related); or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE OF JOB

Has considerable knowledge of the policies, procedures, and activities of the school system and custodial practices as they pertain to the performance of duties relating to the job of Environmental Custodial Technician. Has considerable knowledge of custodial practices as necessary in the completion of daily responsibilities, especially related to mold removal and mold mitigation processes. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties or the department. Is able to develop and implement long-term goals for the department to promote effectiveness and efficiency. Knows how to keep abreast of any changes in policy, methods, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with subordinates, supervisors, members of the public, and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational, management, human relations, and technical skills. Is able to use independent judgment and discretion in supervising subordinates including the handling of emergencies, determining and deciding upon procedures to be implemented, setting priorities, maintaining standards, and resolving problems. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations using percentages and decimals.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**REQUIRED SKILLS, ABILITIES AND PHYSICAL REQUIREMENTS:**

- Must be able to do occasional lifting, carrying, pushing and/or pulling of up to 100 pounds, standing, sitting, walking, bending, stooping or kneeling;
- Must be able to traverse school facility;
- Must have significant fine finger dexterity;
- Must be able to operate standard office equipment including pertinent and required software applications;
- Must possess excellent language skills (verbal and written) requiring the ability to read informational documentation, directions, instructions, policies and procedures related to this job, requiring the ability to give assignments and/or directions to co-workers, assistants, supervisors, students and parents/guardians, requiring the ability to deliver verbal and written communications in English language;
- Must possess excellent interpersonal skills with ability to interact with people (staff, supervisors, parents/guardians, students) and maintain professionalism and tact in all situations, including emergent ones, must be able to maintain constructive relationships;
- Must possess excellent organizational skills and attention to detail;
- Must be able to perform multiple, highly complex, technical tasks with periodic need to enhance skills in order to meet changing job conditions.
- Must be able to apply assessment instruments and analyze data and possess problem-solving skills.
- Must be able to make independent judgments in absence of supervision.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the school system may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Employee's Munis Number

Date

Date