

*ONEONTA CITY SCHOOLS*  
*Office of the Superintendent*  
*28370 State Highway 75, Oneonta, AL 35121*  
*205-543-1515*

**JOB POSTINGS for 2020-2021 School Year**  
**September 21, 2020**

<b><u>Title:</u></b>	<b><u>Application Closing Date:</u></b>
<b>Custodian/Maintenance Worker – (1)</b>	<b>Until filled</b>

**Qualifications:** Must have the technical skills and personal attributes to complete all duties related to job.

**Contract Terms:** Determined by OCS salary schedule, 130 day contract.

**Salary:** Salary is based on appropriate step and rank on the approved salary schedule.

**Performance**

**Responsibilities:** Carry out all duties related to job as assigned by Supervisor

Applications are accepted through the Oneonta Board of Education Office or can be mailed to Oneonta City Schools, Attn: Central Office, 28370 State Highway 75, Oneonta, AL 35121.

Current employees of this system should indicate in writing they wish to be considered for these positions and applications should be updated.

It is the official policy of the Oneonta City Board of Education not to discriminate on the basis of race, color, disability, sex, religion, creed, national origin or age, be excluded or be denied of or be subjected to discrimination under any program, activity, or employment.

Inquiries or complaints regarding compliance with Federal Regulations may be directed to the Federal Programs, Title IX, Section 504, and Title VI Coordinator, Oneonta City Board of Education, 28370 State Hwy 75, Oneonta, AL 35121, (205)543-1515. Employees should utilize the grievance procedure outlined in the Board Policy, November 2002, Section 601.1.

**ONEONTA CITY SCHOOLS  
JOB DESCRIPTION / POSITION POSTING**

**POSITION TITLE:** Custodian/Maintenance Worker

**QUALIFICATIONS:**

- Must pass appropriate background screening.
- Must have the physical ability to complete all skills related to job.
- Must possess a skill set that helps contribute to building level maintenance and repair.

**REPORTS TO:** Maintenance Supervisor and Administration

**JOB GOAL:** Perform custodial and grounds keeping services so that facilities are clean, comfortable, and orderly to promote health and safety. Assist with providing maintenance and repair services in the care and operation of school system facilities, structures and equipment.

**ESSENTIAL FUNCTIONS:**

1. Be punctual and in regular attendance to work an 8 hours day, during the hours of 3:00 pm to 11:00 pm, and willing to work an adjustable schedule to hours specified by administration.
2. Perform custodial services and provide services/support during after-hours for various school functions and groups for various school facilities (gyms, stadium, etc).
3. Lift 60-80 pounds repetitively.
4. Able to perform repetitive motion cleaning duties.
5. Able to use cleaning implements and products, run electrical or cleaning equipment
6. Able to climb ladders, carrying tools and/or equipment.
7. Able to use manual and powered hand tools, push and riding movers, tractors and other necessary equipment to carry out assigned duties.
8. Drive school vehicles and be legally qualified for insurance coverage.
9. Work unobtrusively in student areas. High level of personal initiative and ability to work without close supervision.
10. Responds to inquiries and requests in a timely and positive matter with the ability to prioritize tasks.
11. Maintains confidentiality regarding school/workplace matters in accordance with state and federal law.
12. Attend any training as required or requested by Oneonta City Schools.

**PERFORMANCE RESPONSIBILITIES:** Responsibilities can include but are not limited to the following areas related to grounds, buildings and transportation (vehicles):

1. Carry out all duties related to job as assigned by supervisor.
2. Assess and respond to any issues and problems related to the buildings or grounds.
3. Help with set up and clean-up of special events (athletic events, performances, etc.).
4. Daily monitoring and clean-up of facilities, outside grounds and exterior trash cans.
5. Grass cutting and care for shrubs.
6. Ability and willingness to work indoors and outdoors year-round in noisy, crowded environments, and inclement weather.
7. Ability and willingness to work after hours, weekends, or holidays when necessary.
8. Perform other duties as might be reasonably assigned by the Maintenance Supervisor, Administration or Superintendent or by direction of the Board

**TERMS OF EMPLOYMENT:** 130 days.

**SALARY:** Salary listed on the OCS Salary Schedule.

**EVALUATION:** Oneonta Board of Education Personnel Evaluation Plan

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