

HANDBOOK

FOR

CUSTODIAL & MAINTENANCE

STAFF



Revised on 4/20/2023

This handbook is not a contract, expressed or implied. Custodial and maintenance staff are subject to Board of Education policies, administrative bulletins, directives, the Collective Bargaining Agreement, District Employee Handbook, and individual letters of assignment directives. The contents of this handbook are subject to change at any time at the sole discretion of management.

An electronic copy of this handbook can be found on the Cedar Falls Schools District Website – [please refer to District Employee Handbooks.](#)

ABOUT THIS HANDBOOK

This handbook contains a number of policies, procedures, guidelines and summary information that govern the employment relationship between Cedar Falls Community School District and its employees. **It is not a contract.** All employees (except licensed teachers and administrators) are hired on an at-will basis; employment is for no specific length of time; either the employee or the employer has the right to terminate the relationship at any time, nothing in the handbook should be construed as a contract or a guarantee of future employment.

This handbook is an evolving document. The policies, practices and procedures stated in this handbook are subject to change at the sole discretion of the District, at any time and without notice. They are not intended to be all inclusive. There may be situations that arise that are not covered, either directly or indirectly, by these policies, practices or procedures. Such instances will be addressed on a case-by-case basis and will not be considered precedent setting. Employees are encouraged to consult Board Policies Series 400 available on the website <http://www.cfschools.org/school-board/policies> which also addresses the employment relationship.

This handbook supersedes and replaces all prior department handbooks and policy manuals of the District unless specifically indicated otherwise. You may receive notice that changes have been made from time to time. The most current version of the handbook will be accessible on the District website under the Staff Resources tab <http://www.cfschools.org/staff/resources/handbooks>. Supervisors, managers and administrators are expected to fulfill their duties and responsibilities in accordance with the policies established by the Board. If an employee believes a policy has been disregarded or incorrectly interpreted or applied, s/he should discuss the matter with his/her immediate supervisor and/or contact Human Resources. When a subject in the handbook is also covered by a collective bargaining agreement, the provisions of the collective bargaining agreement shall apply to those employees in the relevant bargaining unit.

NOTE: *Section headings which include a number in parenthesis are policies which have been adopted by the District Board of Directors. All other entries are practices, procedures and expectations established by the administration.*

**CEDAR FALLS COMMUNITY SCHOOLS
1002 WEST FIRST STREET
CEDAR FALLS IA 50613**

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Chief Financial Officer Denelle Gonnerman 553-3000

Director of Buildings & Grounds Rick Gersema 553-2454

Director of Human Resources Adrian Talbot 553-2428

Maintenance Secretary Open 553-2452

Manager of Custodial Services-Secondary Chris Thome 553-2464

Manager of Custodial Services-Elementary Laurie Speer 553-2456

School Names, Addresses & Phone Numbers

Senior High School 1015 Division St.

Office 553-2500

Custodial Office 553-1233

Peet Jr. High School 525 East Seerley Blvd.

Office 553-2710

Custodial Office 553-1545

Holmes Jr. High School 505 Holmes Dr.

Office 553-2560

Custodial Office 553-1416

Aldrich Elementary 2525 Ashworth Dr.

Office 553-3020

Custodial Office 553-2219

Cedar Heights Elementary 2417 Rainbow Dr.

Office 553-2855

Custodial Office 553-1611

Hansen Elementary 616 Holmes Dr.

Office 553-2775

Custodial Office 553-1716

Lincoln Elementary 321 W. 8th St.

Office 553-2950

Custodial Office 553-1815

North Cedar Elementary 2419 Fern Ave.

Office 553-2837

Custodial Office 553-1921

Orchard Hill Elementary 3909 Rownd St.

Office 553-2465

Custodial Office 553-2022

Southdale Elementary 627 Orchard Dr.

Office 553-2900

Custodial Office 553-2140

Educational Support Center 3809 Cedar Heights Dr.

TAP Office 553-2477

ALT Program Office 553-3009

Excel Office 553-1350

Information Technology Services 1025 Technology Parkway – Suites D & E

ITS Office 553-2568

I. EMPLOYMENT

A. WORKING HOURS AND BUILDING ASSIGNMENTS

The Basic Work Week: [Refer to Maintenance and Custodial Staff Only - "Hours - Basic Standard Work Week" in the District Employee Handbook](#)

Work Schedules: [Refer to Maintenance and Custodial Staff Only - "Hours - Work Schedules" in the District Employee Handbook](#) and see below.

Lunch and Break Times: [Refer to Maintenance and Custodial Staff Only - "Hours - Lunch/Meal Period and Breaks" in the District Employee Handbook.](#)

Work Schedule When School Is In Session

STAFF	START	LUNCH	END
Laundry	6:00 a.m.	30 Minute Unpaid	2:30 p.m.
Custodians – 1 st Shift	7:00 a.m.	Paid Lunch	3:00 p.m.
Maintenance – 1 st Shift	7:00 a.m.	30 Minute Unpaid	3:30 p.m.
Cust/Maint – 2 nd Shift	3:00 p.m.	Paid Lunch	11:00 p.m.

Planned/Scheduled No School Days (including summer and professional development days): All staff will report for work at 7:00 A.M. with one-half hour unpaid lunch break and the day ending at 3:30 P.M. With the exception of emergencies and overtime, special arrangements must be made and approved by Manager(s) for any change in this schedule.

Work Schedule When School Is Not In Session

STAFF	START	LUNCH	END
All Staff	7:00 a.m.	30 Minute Unpaid	3:30 p.m.

Change to Shift Time: Schedule changes for custodians may be made by the Head Custodian or Manager(s) to accommodate certain building functions. Maintenance Staff schedules may be changed by the Director of Buildings and Ground or the Manager(s) of Custodial Services.

Call Backs: [Refer to Maintenance and Custodial Staff Only - "Hours - Basic Standard Work Week" in the District Employee Handbook.](#)

Overtime: This work must have prior supervisory or building principal approval. Failure to obtain approval may result in disciplinary action. [Refer to Teamsters Collective Bargaining Agreement.](#)

Overtime Scheduling Procedure: Events occur at district buildings during the normal operation of any given year which need custodial staff to be present. When such instances call for overtime, the preferred arrangement is for the custodian in the building where the event is taking place to voluntarily agree to work the overtime. When staffing within the building is not available, the overtime will be offered to staff at other district buildings on a voluntary basis including Central Service employees when necessary. An annual roster of volunteer staff will be maintained by the Manager(s) of Custodial Services.

When there are no volunteers willing to work overtime for such events, then mandatory overtime will be required. The following procedure will be observed: Starting July 1st each year the least senior person(s) on

the Seniority List will be required to work the unstaffed event. When future events occur that are unstaffed, the next least senior person who has not worked such mandatory overtime, will be required to work that event. This progression will be observed throughout the calendar year and then start over at the start of the next consecutive year beginning on July 1st. Every attempt will be made by management to notify the affected employee(s) seven days prior to the overtime event whenever possible.

Snow Days: All Custodial/Maintenance staff will be expected to report for work on days when school is cancelled due to winter storms. In the event that State or County Officials announce that “travel is not recommended” in either the county where the employee is a resident and/or in Black Hawk County, vacation or personal leave may be granted by the manager on a case by case basis. In the event that travel is not restricted - no more than three custodians will be permitted to use leave at any one time for snow days. Any leave must be approved by the respective manager.

The early shift custodian(s) will report from 6:00 a.m. to 2:30 p.m. with a 30 minute unpaid lunch break. Head Custodians will report to work from 7:00 a.m. to 3:30 p.m. with a 30 minute unpaid lunch break. 2nd shift custodians will report to work from 7:00 a.m. to 3:30 p.m. or 9:00 a.m. to 5:30 p.m. with a 30 minute unpaid lunch break. All staff are expected to clock-in on time, at the top of the hour. Schedules will not be altered to allow for makeup time at the end of the shift.

If extracurricular activities or Recreation Department functions are not cancelled due to snow days, then the Head Custodian shall have freedom to alter the shifts to cover for any activities in his/her building.

Work Schedule for Snow Days

STAFF	START	LUNCH	END
Maintenance Staff	As needed to remove snow		
Day Shift Staff	7:00 a.m.	30 Minute Unpaid	3:30 p.m.
2 nd Shift Staff Option 1	7:00 a.m.	30 Minute Unpaid	3:30 p.m.
2 nd Shift Staff Option 2	9:00 a.m.	30 Minute Unpaid	5:30 p.m.

Building Checks: These are performed each day school is not in session, including weekends, holidays, etc. Each head custodian is responsible for his or her building to check for vandalism, accidents, equipment malfunctions, etc. Each building has an established time allowance for this function. [Refer to Teamsters Collective bargaining Agreement Article 4.1.](#)

While making the routine building check, for example, a broken window or heating plant malfunction is found, the time spent on making correction of the problem will automatically be paid at overtime rate. There are approximately 115 building checks per year.

In the event of equipment malfunctions discovered during building checks, the Head Custodian will first attempt to make a repair. If the problem is beyond the Head Custodian’s capability, then he/she will contact appropriate Central Service maintenance personnel to come in and make repairs. They will contact Manager(s) of Custodial Services and communicate the action taken. If appropriate staff can’t be reached, then the Director of Buildings & Grounds or Manager(s) will contact outside vendors if deemed necessary. [Refer to Maintenance and Custodial Staff Only - “Hours – Basic Standard Work Week” in the District Employee Handbook.](#)

When temperatures are below zero, building checks should be made once in the morning and once in the afternoon/evening. They should be 8-15 hrs apart.

Multiple Building Assignments: Custodians may be assigned to more than one building. Travel reimbursement will be paid based on the actual trips made. The reimbursement amount will be based on the distance between buildings at the established district mileage rate.

Absence: Any Custodial/Maintenance department employee who is unable to report for work due to illness or other unscheduled leave is responsible to request an absence via the District's on-line employee time management program AESOP. An individual may request the absence either by telephone (1-800-942-3767) and follow the instructions or may use a computer with internet access and make the request through the District website: www.cfschools.org/staff/resources. The absence must be reported within two hours of the employee's regular shift start time. Vacancies requiring a substitute will be arranged by the Managers of Custodial Services. In the event the employee is unable to make the request for leave within the two hour time frame prior to the start of the work shift, or unable to utilize AESOP, they must contact their respective Manager to notify them of the absence and reason why. The manager will then enter the request into AESOP on their behalf and log appropriate notes about the absence.

Unexcused absences in excess of three consecutive working days shall constitute a voluntary resignation by the employee. Failure to report for work or leaving the job site without having made the required notification of the absence may be grounds for discipline up to and including termination of employment.

Employees with a record of absences, both approved and unapproved, which interfere with the effective operation of the Department or the District, may be subject to discipline up to and including termination of employment. An employee may be required to contact the Manager(s) of Custodial Services or Director of Buildings & Grounds directly and be required to provide a physician's certificate for medically related absence as a basis for determining pay at any time should it be deemed necessary by the employer.

Second shift maintenance staff wishing to leave prior to the end of the work shift must contact their respective manager before they leave the shift.

Special instructions for custodians when absent:

1. Head Custodians will notify both the Lead Custodian in their assigned building and their respective Manager as soon as possible prior to the start of the work shift.
2. 2nd shift custodians will notify the Head Custodian in their assigned building and their respective Manager prior to 10:00 am on the day of the absence.
3. Custodians that travel between buildings will notify the Head Custodians of the building they serve and their respective managers.
4. Crew Custodians will notify their respective managers.
5. 2nd shift Custodial staff wishing to leave before the work shift is completed must notify the night Lead Custodian before the employee leaves the building. If there are no other staff in the building, then they will contact their manager. 1st shift staff will notify the Head Custodian. If other staff is required to complete the related tasks for the shift, the Lead Custodian will contact the respective manager and arrange for additional help as needed.

Vacations and Holidays: [Refer to Board Policy 402.2 – Vacations and Holidays.](#)

Annual vacation and requested time off will be scheduled using AESOP. Employees may schedule vacation any time up to one year in advance for desired days providing they have enough pooled hours in their leave bank. The Managers of Custodial Services will approve leaves for their respective employees.

When school is in session, the first three custodians district-wide requesting vacation on the same day will be approved. Requests for beyond three custodians on a given day will be considered on a case-by-case basis by the Managers of Custodial Services. The schedule will be posted to a calendar on staff e-mail for viewing after requested days have been approved.

Custodians may not take vacation during the (10) working days prior to the opening of the school year and the final (5) days in which the school year closes.

Personal leave For Custodial Staff shall not be approved for days falling during the first (10) or the final (5) days of the school year.

Employees may not schedule vacation or personal days on a day scheduled for Building and Grounds Department meetings.

Leaves of Absence: [Refer to Board Policy 402.3 – Leaves Of Absence.](#)

Sick Leave Bank: [Refer to Teamsters Collective Bargaining Agreement Article 5.1 - Sick Leave Bank.](#)

Family and Medical Leave Act: [Refer to Board Policy 402.3 which includes 402.3R1.](#)

B. FILLING VACANCIES

Selection for Employment and Assignments.

[Refer to Policy 401.13 - Assignments and Transfers.](#)

[Refer to Maintenance and Custodial Staff Only – “Transfer Procedures” in the District Employee Handbook.](#)

C. EVALUATION & PERFORMANCE

Evaluation: [Refer to Policy 401.1 – Definitions - under Classified Employees.](#) Also [refer to Policy 401.14 - Formal Evaluations – under Evaluation of Classified Employees \(Other Than Supervisors\).](#)

Employees at Will: Custodial/Maintenance employees are considered “Classified” employees as specified by Board Policy. [Refer to Policy 401.1 – Definitions.](#) Also [refer to Policy 401.9 - Employees at Will.](#)

New Employees: After a new employee has completed approximately 60 working days, the supervisor will meet with the new employee to discuss progress and provide feedback. Employment at will is in effect throughout this period of employment and indefinitely thereafter.

Addressing Performance and Other Concerns: Any employee, whose performance or conduct does not meet expectations shall be so notified by their immediate supervising manager. If, after such notice expectations are not met and acceptable performance and/or conduct sustained, a conference will be arranged to bring the employee and manager together to discuss the problem. The purpose of the informal conference is to help the employee to improve and meet expectations. A record of conversation will be written by the manager and shared with the employee recapping the key points discussed during the conference. The employee will be informed that if after such conference expectations are not met, disciplinary action may result up to and including termination of employment.

In the event that it becomes necessary to hold a disciplinary meeting with an employee in the bargaining unit, the employee shall be notified in writing of the time and place of the conference. Such notification shall be delivered directly to the employee or mailed via certified mail to the last address provided the employer by the employee and shall be mailed and delivered at least five (5) working days before the scheduled date of the conference.

Nothing in this Handbook shall in any way detract from or negate the right of the employer to immediately suspend or discharge an employee as an “at will” employee.

Conduct: [Refer to Employee Rules of Conduct in the District Employee Handbook.](#)

Dishonesty: [Refer to Board Policy 401.17 – Dishonesty.](#)

Notification Of Arrest: [Refer to Board Policy 401.18 – Notification of Arrest, Criminal Charges, Child or](#)

[Dependent Adult Abuse Complaints.](#)

Electronic Communications: [Refer to Board Policy 403.7.1 – Electronic Communication Systems.](#)

Employee Use Of Social Media: [Refer to Board Policy 403.7.2 – Employee Use of Social Media.](#)

Workplace Inspections: [Refer to Board Policy 403.6 – Workplace Inspections.](#)

Uniforms: Uniforms shall be worn daily. Each full time employee shall receive free of charge from the Cedar Falls Community School District five (5) sets of appropriate uniforms for the first year of employment. Each year thereafter each employee shall receive three (3) uniforms. Any additional uniforms will be provided by the employee at their own expense. During periods when uniforms are not required, the employee will wear clothing that is appropriate for the work being performed and appropriate for the school environment. All clothing which displays advertising of a questionable nature such as but not limited to alcohol, drugs, tobacco or sexually explicit material is prohibited. In the event an employee comes to work dressed in a manner deemed inappropriate, he/she will be sent home to change into appropriate clothing and the time will be deducted from their regular pay.

Uniforms will be worn from one (1) week prior to the start of school in the fall and each work day through the year, ending with, and including the last day of school in the summer.

[Refer to Employee Dress in the District Employee Handbook.](#)

Upon termination of employment all uniforms will be returned to the employer.

D. HEALTH AND SAFETY

Physical Examinations: [Refer to Policy 402.7 – Employee Health: Physical & Mental Health Examinations: Vaccines.](#)

Accident/Injury Reporting: [Refer to Policy 402.10 – Employee Health-Injury at Work.](#) Any accident on the job that requires treatment is to be handled by the Occupational Medicine & Wellness Center at Arrowhead Medical Center, 226 Bluebell Rd., Cedar Falls. The following are procedures that are to be used by an employee injured on the job:

1. The employee will report the injury to their immediate manager and Central Services prior to leaving the work place on the day of such injury (whether injury requires medical attention or not).
2. If medical attention is required, the Manager(s) or Central Services will contact Arrowhead Medical Center Occupational Health Clinic to schedule an appointment or arrange for immediate care.
 - a. Arrowhead Medical Center Occupational Health Clinic hours are 7:00 a.m. to 5:30 p.m., Monday through Friday.
 - b. If any injury occurs other than during the above times, services will be provided by Sartori Hospital Emergency Room.
3. Following treatment, all paperwork received at the hospital should be sent directly to Central Services. Also, communicate with the manager(s) immediately so the necessary accident reports can be compiled. During the school year, accident reports are to be completed at the main office of the building you are assigned to by the secretary, during the summer, accident reports are to be made out at the Central Services Office.
4. If services are provided by any care provider, other than through Occupational Health, the employee may be liable for any charges.

Employee Insurance Program: Refer [to Board Policy 402.5 – Employee Insurance Program](#)

For premium rates, etc – for Employee Insurance: Central Services and Custodial Services [Refer to District Employee Handbook – Employee Insurance Program](#)

Questions can be addressed by contacting Michelle Weber – Benefits Coordinator [553-2431].

Substance Use and Abuse: [Refer to Board Policy 902.4 – Tobacco-Free Environment](#)

Drug and Alcohol-Free Workplace: No employee shall possess, use, be under the influence of, distribute, dispense, or manufacture any alcoholic beverage or controlled or illegal substance on school property, during work time, or at any student activity, except that an employee may take a controlled substance lawfully prescribed by a physician. Any violation of this policy shall be grounds for discipline, including immediate discharge. [Refer to Policy 402.12.1 – Drug & Alcohol-Free Workplace.](#)

Drug and Alcohol Testing: [Refer to Policy 402.12.3 – Drug & Alcohol Policy & Testing Program for Individuals Not Required to Possess a Commercial Driver’s License.](#) Also [refer to Policy 902.4 – Tobacco-Free Environment.](#)

Personal Protective Equipment:

High visibility safety green or orange apparel shall be worn at a minimum any time an employee is exposed to increased risks of moving traffic or equipment, on public or private roadways or property. In the event that other situations arise where high visibility apparel becomes necessary, the Manager shall make that determination and instruct staff accordingly. This apparel shall include, at a minimum, a vest or shirt.

High visibility apparel must fit and be worn properly and should be inspected regularly for wear, damage, fading, or other deterioration which affects visibility and reflectivity.

Specific examples of tasks that will require high visibility safety apparel to be worn include but are not limited to:

- Working on foot near moving vehicles or equipment
- Any task being performed on or near a roadway or highway
- Any task that may create exposure to the general traveling public
- Any task that is performed in a work zone (an area where construction, maintenance, traffic control, or other utility work activities take place on or near a private or public roadway)
- Inspection, supervision, or oversight of work being performed in a work zone
- Operating mobile equipment such as loaders, mowers, turf equipment, snow removal equipment, delivery vehicles, and forklifts
- Delivery and receipt of products to and from buildings or facilities

NOTE: There is no requirement to wear high visibility safety apparel when an individual is simply walking to or from their parked vehicle after exiting or entering a building or other facility.

E. EMPLOYEE RELATIONS

Information on the following topics can be found in [the Board Policies – as listed.](#)

Political Activity: [Refer to Board Policy 403.9.1 - Political Activity](#)

Employee Expression: [Refer to Board Policy 403.9.2 - Employee Expression](#)

Harassment: [Refer to Policy 401.3 - Harassment.](#)

Equal Employment Opportunity/Affirmative Action: [Refer to Policy 401.2 – Equal Employment Opportunity/Affirmative Action.](#)

Violence in the Work Place: [Refer to Policy 402.13 - Violence in the Work Place .](#)

Discrimination and Harassment Based on Sex Prohibited: [Refer to Policy 504.5.2 - Discrimination and Harassment Based on Sex Prohibited.](#)

Harassment [Refer to Policy 401.3 - Harassment](#)

401.3 Harassment (revised Sep 2020)

Purpose

The District is committed to promoting positive intercultural, intergroup relationships. The District, therefore, prohibits acts of intolerance or harassment toward others because of race, color, religion, creed, ethnic background, national origin, age, disability, sex, sexual orientation, gender identity, genetic information, or other factors that are likewise not reasonably related to the individual's employment.

Employees are expected to conduct themselves at all times in a manner which fosters an atmosphere of tolerance, mutual respect, and collaboration. The following will not be tolerated: verbal, nonverbal, physical or other acts, gestures, statements, and the like which place another employee in reasonable fear of harm to the employee or his/her property; has a detrimental effect on the employee's physical, emotional, or mental health; has the effect of substantially interfering with the employee's work performance; or creates an intimidating, offensive or hostile environment.

Sexual Harassment

General – It is the policy of the Cedar Falls Community School District to maintain a learning and working environment that is free from sexual harassment. Because of the District's strong disapproval of offensive or inappropriate sexual behavior at work, all employees, officials and visitors must avoid any action or conduct which could be perceived as sexual harassment. It shall be a violation of this policy for any employee, official or visitor of the District to harass others through conduct or communications of a sexual nature as defined below.

Definition – Sexual harassment shall consist of unwelcome sexual advances, requests for sexual acts or favors, and other verbal or physical conduct of a sexual nature where:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting that individual; or
3. Such conduct is so sufficiently severe, persistent, or pervasive that it has the purpose or effect of substantially interfering with an individual's employment or creates an intimidating, hostile, or offensive employment environment.

Sexual harassment may include, but is not limited to the following:

- verbal or written harassment or abuse
- pressure for sexual activity

- repeated remarks to or about a person with sexual or demeaning implications
- unwelcome touching
- suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's job
- the telling or showing of offensive jokes and stories
- display of sexually graphic pictures

Harassment Complaint Procedures

Any employee who alleges improper harassment by any person in the District may follow the complaint procedures set forth in Policy 401.4. The complainant may bypass any step of the complaint procedure where the person to whom the complaint is to be lodged is the alleged perpetrator. The complainant may file the initial complaint with the compliance officer, whose decision may be appealed to the superintendent or designee. Inquiries or complaints may also be directed to federal and state agencies including the Iowa Civil Rights Commission, the Equal Employment Opportunity Commission, and the Office of Civil Rights of the United States Department of Education.

The complainant may be required to complete a harassment complaint form and to turn over copies of evidence of harassment, including, but not limited to, letters, recordings, and pictures. The investigator shall promptly commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement. A written investigation report shall be completed, and a summary of the report "including a finding that the complaint was founded, unfounded, or inconclusive" will be forwarded to the complainant and to the alleged perpetrator.

Compliance Officer

The director of human resources shall be designated as the District's compliance officer to ensure that applicants and employees are treated in accordance with this policy. In the event the director of human resources is the alleged perpetrator, the director of secondary education shall be the alternate compliance officer.

Confidentiality

The right to confidentiality, both of the complainant and of the alleged perpetrator, will be respected to the extent possible consistent with the District's legal obligations to investigate allegations of misconduct and to take corrective action when misconduct has occurred. Complaints of harassment shall not be filed in the complainant's personnel file.

No Retaliation

No person shall retaliate against another person because the person has filed a harassment complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was done in good faith.

Corrective Actions

The District will take action to halt any improper harassment or retaliation and will take other appropriate corrective actions to remedy all violations of this policy. This may include disciplinary measures, including discharge of a perpetrator.

Notification

Notice of this policy will be circulated on an annual basis and incorporated into staff handbooks.

Staff Development

Periodic training shall be provided to all staff regarding the nature and prohibition of harassment.

Code Number 401.3

Exhibit A

DISCRIMINATION/HARASSMENT COMPLAINT FORM

Please complete the following as fully as possible. If you need assistance, contact the compliance officer.

Date of Complaint: _____

Name of Complainant: _____

Position and Building of Complainant: _____

Primary Address: _____

Primary Telephone: () _____ Email: _____

Name and Position of Alleged Perpetrator: _____

Discrimination Alleged:

_____ Race, Color

_____ Sexual Orientation

_____ Sex/Gender

_____ Age

_____ Religion, Creed

_____ Disability

_____ National Origin, Ethnic Background

_____ Gender Identity

_____ Other _____

_____ Genetic Information

Statement of Discrimination/Harassment: (Include dates, places and persons involved in incidents, if known. List any witnesses, their position, addresses and telephone numbers. Attach any pertinent written documents. Describe any actions you took in response to the incidents.)

I agree that all of the information on this form is given in good faith and is accurate and true to the best of my knowledge.

Signature: _____

Name Printed: _____

Date: _____

Exhibit B

WITNESS STATEMENT

Date of Interview: _____

Interviewer: _____

Name of Person Giving Statement: _____

Position and Building of Witness: _____

Primary Address: _____

Primary Telephone: () _____ Email: _____

Statement: (Include dates, places and persons involved if known.)

I agree that all of the information on this form is given in good faith and is accurate and true to the best of my knowledge.

Signature: _____

Name Printed: _____

Date: _____

Exhibit C

SUMMARY OF DISPOSITION OF DISCRIMINATION/HARASSMENT COMPLAINT

Name of Complainant: _____

Position and Building of Complainant: _____

Name and Position of Alleged Perpetrator/Respondent: _____

Date of Initial Complaint _____

Nature of Harassment Alleged:

_____ Race, Color

_____ Sexual Orientation

_____ Sex/Gender

_____ Age

_____ Religion, Creed

_____ Disability

_____ National Origin, Ethnic Background

_____ Gender Identity

_____ Other _____

_____ Genetic Information

Summary of Investigation:

Conclusion:

_____ Founded

(The totality of the evidence reasonably demonstrates the actions occurred and constituted improper discrimination or harassment.)

_____ Unfounded

(It is reasonable to believe that the actions complained of did not occur, or were not so serious or pervasive as to constitute improper discrimination or harassment.)

_____ Inconclusive

Signature

Typed or Printed Name

Position

Address

Date

Copies to:

_____ Complainant
_____ Alleged Perpetrator/Respondent
_____ Superintendent or Designee

Equal Employment Opportunity/Affirmative Action: [Refer to Policy 401.2](#)

401.2 Equal Employment Opportunity/Affirmative Action (revised Sep 2020)

Selection for Employment and Assignments

The Cedar Falls Community School District will select for employment qualified applicants for each position without improper discrimination on the basis of race, color, creed, religion, sex, sexual orientation, gender identity, national origin, ethnic background, age, disability, or genetic information. Persons with disabilities who can perform the essential functions of an assignment with or without reasonable accommodations shall be considered qualified applicants. The District shall take affirmative action in the recruitment, appointment, assignment, and advancement of personnel to accomplish the goals of equal employment opportunity. In keeping with the law, the District shall consider the veteran status of applicants.

Employment Conditions

The Cedar Falls Community School District will not unlawfully discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, creed, religion, sex, sexual orientation, gender identity, national origin, ethnic background, age, disability, or genetic information.

Complaints of Discrimination

Any applicant or employee alleging discrimination on the basis of race, color, creed, religion, sex, sexual orientation, gender identity, national origin, ethnic background, age, disability, or genetic information may follow the complaint procedures set forth in Policy 401.4. The complainant may bypass any step of

the complaint procedure where the person to whom the complaint is to be lodged is the alleged perpetrator. The complainant may file the initial complaint with the compliance officer, whose decision may be appealed to the superintendent or designee. Inquiries or complaints may also be directed to federal and state agencies including the Iowa Civil Rights Commission, the Equal Employment Opportunity Commission, and the Office of Civil Rights of the United States Department of Education.

The complainant may be required to complete a complaint form and turn over copies of evidence of discrimination including, but not limited to, recordings, memoranda, letters, and pictures. The investigator shall promptly commence an investigation and proceed to completion. Both the complainant and the alleged perpetrator will be given an opportunity to give a statement. A written investigation report shall be completed, and a summary of the report (including a finding that the complaint was founded, unfounded, or inconclusive) will be forwarded to the complainant and to the alleged perpetrator.

Compliance Officer

The director of human resources shall be designated as the District's compliance officer to insure that applicants and employees are treated in accordance with this policy. In the event the director of human resources is the alleged perpetrator, the director of secondary education shall be the alternate compliance officer. The compliance officer shall also be responsible for coordinating the preparation, implementation, evaluation, and updating of written equal employment opportunity and affirmative action plans, with systematic input from diverse racial/ethnic groups, women, men, and persons with disabilities.

Confidentiality

The right of confidentiality, both of the complainant and of the alleged perpetrator, will be respected to the extent possible consistent with the District's legal obligations to investigate allegations of misconduct and to take corrective action when misconduct has occurred. Complaints of discrimination shall not be filed in the complainant's personnel file.

No Retaliation

No person shall retaliate against another person because the person has filed a discrimination complaint, assisted or participated in an investigation, or has opposed language or conduct that violates this policy, as long as the participation or action was done in good faith.

Corrective Action

The District will take action to halt any improper discrimination or retaliation and will take other appropriate corrective actions to remedy all violations of this policy. This may include disciplinary measures, including discharge of a perpetrator.

Notice

In order to effectively communicate and interpret the District's policy to all levels of the administration and to all other employees, applicants, educational agencies and to the public, a statement of the District's policy shall be distributed to all applicants for employment and shall be disseminated annually to employees, students, parents, and recruitment sources. District employees involved in the hiring or supervision of personnel shall be trained on proper equal employment opportunity procedures.

Violence In The Work Place [Refer to Policy 402.13 – Violence in the Work Place.](#)

402.13 Violence in the Work Place (revised Aug 2016)

Cedar Falls Community School District is committed to providing a safe, professional work environment that is free of violence, either by employees against other employees or by third parties against employees. Work place violence may include, but is not limited to, the following when such conduct is committed on school district property, at a school district activity or event, or in connection with a school district activity or event:

- offensive and/or unlawful touching by one person against another,
- threats of bodily harm to another,
- causing physical harm or injury to another,
- use of abusive language, threatening, or intimidating comments,
- possession of unauthorized firearms or weapons,
- conduct detrimental to school personnel, which may cause undue disruption of work or be perceived as endangering the safety of persons or property,
- stalking, or
- causing or encouraging another to commit conduct as listed above.

Such conduct will be subject to disciplinary action, up to and including termination of employment. Employees, who believe they have been subjected to violence in the work place, as defined in this policy, should immediately terminate all contact and communication with the offending party, inform their immediate supervisor and file a written complaint with the Director of Human Resources. Allegations of work place violence shall be investigated, documented and, if substantiated, disciplinary action shall be taken. Initiating legitimate complaints under this policy shall not cause any negative impact on the complainant, nor shall it affect their employment, compensation or work assignments.

Discrimination and Harassment Based on Sex Prohibited: [Refer to Policy 504.5.2](#)

504.5.2 Discrimination and Harassment Based on Sex Prohibited (adopted Aug 2020)

In accordance with Title IX of the Education Amendments Act of 1972, the Cedar Falls Community School District prohibits sex discrimination, including sexual harassment as defined by the regulations implementing Title IX (34 C.F.R. § 106.30), against any individual participating in any education program or activity of the District. This prohibition on discrimination applies to students, employees, and applicants for employment. The Board authorizes the Superintendent to adopt procedures for any individual to report sex discrimination or sexual harassment, and for the investigation and resolution of such complaints.

Any individual with questions about the District's Title IX policy and procedures, or who would like to make a report or file a formal complaint of sex discrimination or sexual harassment may contact the District's designated Equity Coordinator:

Equity/Title IX Coordinator: Staff

Dr. Adrian Talbot, Executive Director of Human Resources

Cedar Falls Community School District

1002 West First Street

Cedar Falls, IA 50613

Phone: 319-553-3000

Email: adrian.talbot@cfschools.org

Retaliation against a person who made a report or complaint of sexual harassment, assisted, or participated in any manner in an investigation or resolution of a sexual harassment report or complaint is strictly prohibited. Retaliation includes threats, coercion, discrimination, intimidation, reprisals, and/or adverse actions related to employment or education. Any individual who believed they have been retaliated against in violation of this Policy should immediately contact a District Equity Coordinator.

F. NON-LICENSE EMPLOYEE REDUCTION IN FORCE

[Refer to “Non-Licensed Employee Reduction in Force” in the District Employee Handbook.](#)

II. SUPERVISORY

A. SUPERVISION OF CUSTODIANS

The policies governing the general maintenance program, duties of custodians, and the working relationship of the custodians with the principal, the Director of Buildings and Grounds & Manager(s) of Custodial Services is as follows:

Monitoring of the daily activities of the custodial staff is the responsibility of the Manager(s) of Custodial Services. The Head Custodian will construct a work schedule for each employee based on the maximum workload calculated for each building. This schedule will be reviewed and approved by the Manager(s) of Custodial Services.

The principal has the freedom to direct the custodial staff to perform duties in his or her building as necessary throughout the course of the school day or during special activities after school.

1. The responsibility for daily supervision of the house keeping rests with the Head Custodian. It is the responsibility of the Manager(s) of Custodial Services to evaluate time needed to perform their duties. Head Custodians shall perform quarterly cleaning evaluations for all custodians under their direct supervision and Head Custodians will be evaluated by the Manager(s) of Custodial Services.
2. When a building principal is not satisfied with the work a custodian is doing, a written assessment should be made to the Manager(s) of Custodial Services and the Director of Buildings and Grounds, who will assist the principal in corrective actions. Teachers should make all requests for special janitorial service directly to the building principal who may in turn request the custodian to do the work or pass the request on to the Manager(s) of Custodial Services.

B. SUPERVISION OF MAINTENANCE PERSONNEL

Monitoring of the daily activities of the maintenance personnel is the responsibility of the Manager(s) of Custodial Services. Maintenance Personnel will report to the Central Services building and will be provided with equipment and vehicles to perform maintenance tasks in district buildings and on grounds. They will have freedom to purchase supplies to complete work orders with the approval of the Manager(s) and must obtain prior approval before purchasing large dollar amounts of supplies or equipment.

III. Job Descriptions

CEDAR FALLS COMMUNITY SCHOOLS

JOB DESCRIPTION

JOB TITLE: CLEANING CUSTODIAN

CLASSIFICATION: I

REPORTS TO: Manager(s) of Custodial Services

FLSA STATUS: ☐ Exempt ☒ Non-Exempt

STATUS: ☒ Full Time ☐ Part Time

☒ Hourly ☐ Salary

DATE REVISED: October 2007, September 2016, November 2018, February 2020, September 2020, October 2020, April 2023

BASIC FUNCTION: The job of "Cleaning Custodian" is for the purpose of providing housekeeping and maintenance to indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to assist other crafts as requested.

ESSENTIAL FUNCTIONS:

- Empties trash receptacles in assigned indoor area daily and outdoor as needed. Cleans and sanitizes all receptacles as necessary. Removes trash from building and place in dumpsters outside of building.
- Dust mops tiled floors daily. Sweeps up debris.
- Spot mops resilient floors in classrooms and hallways as needed. Wet mops/auto-scrubs entire floor when necessary.
- Operates auto-scrubber with floor restorer weekly in halls and corridors.
- Burnishes floors when necessary.
- Vacuums carpets and entry mats throughout assigned area regularly.
- Cleans whiteboards/chalkboards daily as well as rails.
- Cleans and polishes all sinks in assigned area daily using cleansers and sanitizers.
- Cleans and sanitizes fixtures in all restrooms in assigned area daily including toilets, stall partitions, sinks, urinals, faucets, flush valves, dispensers and vents.
- Sanitizes restrooms floors daily.
- Replenishes paper towels and toilet tissue as needed.
- Cleans and sanitizes water fountains daily.
- Empties pencil sharpeners daily.
- Dusts window ledges and surfaces weekly.
- Washes desktops and removes graffiti as needed.
- Spot cleans windows and door glass daily.
- Changes light bulbs as necessary and wipes out lens covers.
- Replaces batteries as needed in items such as but not limited to: clocks, soap dispensers, and paper towel dispensers or report to Lead or Head Custodian for further investigation.
- Performs all tasks related to summer cleaning which includes but not limited to; stripping floor wax, shampooing carpets, cleaning building furniture, washing walls,, windows and blinds, recoating floors with wax and polishing of floors.
- Sets up or assists with setup and tear down for extra building functions
- Secures building doors and windows in assigned area.

- Substitute in the absence of Lead Custodian or Head Custodian if required.
- Perform snow and ice removal from sidewalks and paths immediately adjacent to the assigned building using manual and mechanical equipment; may be assigned to assist with snow removal in other areas e.g. parking lots as needed.
- Other duties as assigned.

QUALIFICATIONS:

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in general housekeeping maintenance or related field.
- **Skills** to operate hand and powered equipment used in housekeeping maintenance along with other custodial functions and perform basic math to calculate measurements, quantities, etc
- **Knowledge** of methods and use of materials, tools and equipment used in general housekeeping maintenance functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception. Must be able to work from ladders of various heights. Must be able to wear an OSHA approved respirator as determined by the District, to perform duties which may require physical exertion above normal levels, for sustained and or repeated periods of time.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver's License. Completion of orientation period.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must be able to demonstrate good judgment in decision making and a desire to seek proper counsel when in doubt.

PHYSICAL REQUIREMENTS:

1. In an eight-hour day employee may:
 - a. Stand/Walk { } None { } 1-4 hrs { } 4-6 hrs {x} 6-8 hrs
 - b. Sit { } None { } 1-3 hrs { } 3-5 hrs {x} 5-8 hrs
 - c. Drive { } None {x} 1-3 hrs { } 3-5 hrs { } 5-8 hrs
2. Employee may use hands for repetitive: {x} Single Grasping {x} Pushing & Pulling {x} Fine Manipulation
3. Employee may use feet for repetitive movement as in operating foot controls: {x} Yes { } No
4. Employee may need to:
 - a. Bend {x} Frequently { } Occasionally { } Not at all
 - b. Squat {x} Frequently { } Occasionally { } Not at all
 - c. Climb Stairs {x} Frequently { } Occasionally { } Not at all
 - d. Lift {x} Frequently { } Occasionally { } Not at all
5. Lifting:

☐ Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
☐ Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
☒ Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
☐ Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
☐ Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

6. Environmental Exposure:

☒ May be exposed to sun, rain, wind, snow
☐ May be exposed to extreme heat or cold
☐ May be exposed to confined spaces
☐ May be exposed to heights of more than 6 feet
☐ May be exposed to dust & dirt
☒ May be exposed to chemically treated fluids
☒ May be required to use Personal Protective Equipment (PPE) performing certain tasks

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____

**CEDAR FALLS COMMUNITY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: LAUNDRY WORKER

CLASSIFICATION: I

REPORTS TO: Manager(s) of Custodial Services

FLSA STATUS: ___ Exempt ☒ Non-Exempt

STATUS: ☒ Full Time ___ Part Time

☒ Hourly ___ Salary

DATE REVISED: August 2008, September 2016, November 2018, February 2020, September 2020, October 2020, April 2023

BASIC FUNCTION: The job of “Laundry Worker” is for the purpose of providing housekeeping and maintenance to indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to assist other crafts as requested.

ESSENTIAL FUNCTIONS:

- Performs laundry services for district physical education and athletic uniforms daily.
- Launders district custodial mops and rags weekly.
- Launders district food service towels and rags daily.
- Launders towels for physical education/athletic activities daily.
- Replaces chemicals needed for laundry with new containers as necessary.
- Cleans lint traps on clothes dryers daily.
- Keeps Laundry Equipment clean and reports any necessary repairs to Central Services.
- Empties trash receptacles in assigned indoor area daily and outdoor as needed. Cleans and sanitizes all receptacles as necessary. Removes trash from building and place in dumpsters outside of building.
- Dust mops tiled floors daily. Sweeps up debris.
- Spot mops resilient floors in classrooms and hallways as needed. Wet mops/auto-scrubs entire floor when necessary.
- Operates auto-scrubber with floor restorer weekly in halls and corridors.
- Burnishes floors when necessary.
- Vacuums carpets and entry mats throughout assigned area regularly.
- Cleans whiteboards/chalkboards daily as well as rails.
- Cleans and polishes all sinks in assigned area daily using cleansers and sanitizers.
- Cleans and sanitizes fixtures in all restrooms in assigned area daily including toilets, stall partitions, sinks, urinals, faucets, flush valves, dispensers and vents.
- Sanitizes restrooms floors daily.
- Replenishes paper towels and toilet tissue as needed.
- Clean and sanitize water fountains daily.
- Empties pencil sharpeners daily.
- Dusts window ledges and surfaces weekly.
- Washes desktops and removes graffiti as needed.
- Spot cleans windows and door glass daily.
- Changes light bulbs as necessary and wipes out lens covers.
- Replaces batteries as needed in items such as but not limited to: clocks, soap dispensers, and paper towel dispensers or report to Lead or Head Custodian for further investigation.
- Performs all tasks related to summer cleaning which includes but not limited to; stripping floor wax, shampooing carpets, cleaning building furniture, washing walls,, windows and blinds, recoating floors with wax and polishing of floors.
- Sets up or assists with setup and tear down for extra building functions

- Secures building doors and windows in assigned area.
- Substitute in the absence of Lead Custodian or Head Custodian if required.
- Perform snow and ice removal from sidewalks and paths immediately adjacent to the assigned building using manual and mechanical equipment; may be assigned to assist with snow removal in other areas e.g. parking lots as needed.
- Other duties as assigned.

QUALIFICATIONS:

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in general laundry and housekeeping maintenance or related field.
- **Skills** to operate hand and powered equipment used in housekeeping maintenance along with other custodial functions and perform basic math to calculate measurements, quantities, etc
- **Knowledge** of methods and use of materials, tools and equipment used in general housekeeping maintenance functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception. Must be able to work from ladders of various heights. Must be able to wear an OSHA approved respirator as determined by the District, to perform duties which may require physical exertion above normal levels, for sustained and or repeated periods of time.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver's License. Completion of orientation period.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must be able to demonstrate good judgment in decision making and a desire to seek proper counsel when in doubt.

PHYSICAL REQUIREMENTS:

1. In an eight-hour day employee may:
 - a. Stand/Walk { } None { } 1-4 hrs { } 4-6 hrs {x} 6-8 hrs
 - b. Sit { } None { } 1-3 hrs { } 3-5 hrs {x} 5-8 hrs
 - c. Drive { } None {x} 1-3 hrs { } 3-5 hrs { } 5-8 hrs
2. Employee may use hands for repetitive: {x} Single Grasping {x} Pushing & Pulling {x} Fine Manipulation
3. Employee may use feet for repetitive movement as in operating foot controls: {x} Yes { } No
4. Employee may need to:
 - a. Bend {x} Frequently { } Occasionally { } Not at all
 - b. Squat {x} Frequently { } Occasionally { } Not at all
 - c. Climb Stairs {x} Frequently { } Occasionally { } Not at all
 - d. Lift {x} Frequently { } Occasionally { } Not at all

5. Lifting:

- ☐ Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
- ☐ Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
- ☒ Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- ☐ Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- ☐ Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

6. Environmental Exposure:

- ☒ May be exposed to sun, rain, wind, snow
- ☐ May be exposed to extreme heat or cold
- ☐ May be exposed to confined spaces
- ☐ May be exposed to heights of more than 6 feet
- ☐ May be exposed to dust & dirt
- ☒ May be exposed to chemically treated fluids
- ☒ May be required to use Personal Protective Equipment (PPE) performing certain tasks

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____

**CEDAR FALLS COMMUNITY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: CLEANING CUSTODIAN/GROUNDS HELPER

CLASSIFICATION: I

REPORTS TO: Manager(s) of Custodial Services

FLSA STATUS: ☐ Exempt ☒ Non-Exempt

STATUS: ☒ Full Time ☐ Part Time

☒ Hourly ☐ Salary

DATE REVISED: May 2008, September 2016, November 2018, February 2020, September 2020, October 2020, April 2023

BASIC FUNCTION: The job of "Cleaning Custodian/Grounds Helper" is for the purpose of providing housekeeping and maintenance to indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to assist other crafts as requested.

ESSENTIAL FUNCTIONS:

- Empties trash receptacles in assigned indoor area daily and outdoor as needed. Cleans and sanitizes all receptacles as necessary. Removes trash from building and place in dumpsters outside of building.
- Dust mops tiled floors daily. Sweeps up debris.
- Spot mops resilient floors in classrooms and hallways as needed. Wet mops/auto-scrubs entire floor when necessary.
- Operates auto-scrubber with floor restorer weekly in halls and corridors.
- Burnishes floors when necessary.
- Vacuums carpets and entry mats throughout assigned area regularly.
- Cleans whiteboards/chalkboards daily as well as rails.
- Cleans and polishes all sinks in assigned area daily using cleansers and sanitizers.
- Cleans and sanitizes fixtures in all restrooms in assigned area daily including toilets, stall partitions, sinks, urinals, faucets, flush valves, dispensers and vents.
- Sanitizes restrooms floors daily.
- Replenishes paper towels and toilet tissue as needed.
- Clean and sanitize water fountains daily.
- Empties pencil sharpeners daily.
- Dusts window ledges and surfaces weekly.
- Washes desktops and removes graffiti as needed.
- Spot cleans windows and door glass daily.
- Changes light bulbs as necessary and wipes out lens covers.
- Replaces batteries as needed in items such as but not limited to: clocks, soap dispensers and paper towel dispensers or report to Lead or Head Custodian for further investigation.
- Performs all tasks related to summer cleaning which includes but not limited to; stripping floor wax, shampooing carpets, cleaning building furniture, washing walls,, windows and blinds, recoating floors with wax and polishing of floors.
- Sets up or assists with setup and tear down for extra building functions
- Secures building doors and windows in assigned area.
- Substitute in the absence of Lead Custodian or Head Custodian if required.
- Operates machines related to grounds maintenance such as mowers, trimmers and chain saws.
- Assists Grounds Keeper with tasks such installation of temporary fencing, playground repairs and installation or removal of same.

- Perform snow and ice removal from sidewalks and paths immediately adjacent to the assigned building using manual and mechanical equipment; may be assigned to assist with snow removal in other areas e.g. parking lots as needed.
- Other duties as assigned.

QUALIFICATIONS:

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in general housekeeping and grounds maintenance or related field.
- **Skills** to operate hand and powered equipment used in housekeeping maintenance along with other custodial functions and perform basic math to calculate measurements, quantities, etc. Able to operate grounds equipment such as riding mowers, trimmers, pulling of trailers and other equipment related to grounds maintenance.
- **Knowledge** of methods and use of materials, tools and equipment used in general housekeeping and grounds maintenance functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull, carry and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception. Must be able to work from ladders of various heights. Must be able to wear an OSHA approved respirator as determined by the District, to perform duties which may require physical exertion above normal levels, for sustained and or repeated periods of time.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver's License. Completion of orientation period.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must be able to demonstrate good judgment in decision making and a desire to seek proper counsel when in doubt.

PHYSICAL REQUIREMENTS:

1. In an eight-hour day employee may:
 - a. Stand/Walk { } None { } 1-4 hrs { } 4-6 hrs {x} 6-8 hrs
 - b. Sit { } None { } 1-3 hrs { } 3-5 hrs {x} 5-8 hrs
 - c. Drive { } None { } 1-3 hrs { } 3-5 hrs {x} 5-8 hrs
2. Employee may use hands for repetitive: {x} Single Grasping {x} Pushing & Pulling {x} Fine Manipulation
3. Employee may use feet for repetitive movement as in operating foot controls: {x} Yes { } No
4. Employee may need to:
 - a. Bend {x} Frequently { } Occasionally { } Not at all
 - b. Squat {x} Frequently { } Occasionally { } Not at all
 - c. Climb Stairs {x} Frequently { } Occasionally { } Not at all
 - d. Lift {x} Frequently { } Occasionally { } Not at all

5. Lifting:

- { } Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
- { } Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
- {x} Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- { } Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- { } Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

6. Environmental Exposure:

- {x} May be exposed to sun, rain, wind, snow
- {x} May be exposed to extreme heat or cold
- {x} May be exposed to confined spaces
- {x} May be exposed to heights of more than 6 feet
- {x} May be exposed to dust & dirt
- {x} May be exposed to chemically treated fluids
- {x} May be required to use Personal Protective Equipment (PPE) performing certain tasks

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signature of Supervisor: _____ Date: _____

Signature of Employee: _____ Date: _____

**CEDAR FALLS COMMUNITY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: MAIL DELIVERY/DELIVERY DRIVER/GROUNDS CREW

CLASSIFICATION: III

REPORTS TO: Manager(s) of Custodial Services

FLSA STATUS: ___ Exempt ☒ Non-Exempt

STATUS: ☒ Full Time ___ Part Time

☒ Hourly ___ Salary

DATE REVISED: August 2008, September 2016, November 2018, February 2020, September 2020, October 2020

BASIC FUNCTION: The job of Mail/Delivery” is for the purpose of providing delivery services of inter campus and US mail to all district buildings. Delivery service also includes transporting furniture and equipment from place to place along with delivery of supplies and packages as necessary. This job will be performed in a manner that will insure a safe and efficient environment for the students and staff of the Cedar Falls Community Schools. Incumbent may be required to substitute in the absence of other Central Service personnel.

ESSENTIAL FUNCTIONS:

- Daily collects and delivers laundry for PE from Junior High buildings to Central Laundry at the Senior High School and returns clean laundry the following day to the respective sites.
- Collects and delivers custodial mops and rags for laundering and returns same back to respective buildings after laundering
- Daily sorts mail at Central Administration and distributes to designated place in each building.
- Picks up US Mail from Cedar Falls Post Office and delivers to Administration for sorting and redistribution.
- Collects and delivers audio/visual supplies and equipment from AEA 267 to district buildings.
- Delivers printed forms from AEA 267 print center to each building as necessary.
- Gathers surplus furniture and equipment from district and delivers to requested sites or puts in storage.
- Completes assigned work orders and files appropriate paper work with Maintenance secretary.
- Delivers/returns band equipment for sporting activities to UNI Dome and other functions as necessary.
- Disposes of junked equipment/furniture, withdrawn media materials, withdrawn books and used laboratory research items.
- Collects recycling containers from all buildings and takes to recycling center. Submit paperwork to Maintenance secretary.
- Performs custodial tasks at Robinson/Dresser Sports Complex during spring/summer/fall sporting activities.
- Assists warehouse manager with delivery tasks to district buildings.
- Conforms to all laws, policies and practices of safety in the workplace.
- Pick up and deliver lunches daily.
- Pick up and return lunch carts after use daily.
- Assist with snow removal/plowing.
- Other duties as assigned.

QUALIFICATIONS:

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in institutional shipping and receiving employment or related positions.

- **Skills** to operate delivery related equipment such as vans, carts and lifts. To also be able to read and interpret written instructions
- **Knowledge** of methods and use of materials, tools and equipment used in institutional maintenance functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, and possess an ability to multitask when required as well as understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception. Must be able to work from ladders of various heights. Must be able to wear an OSHA approved respirator as determined by the District, to perform duties which may require physical exertion above normal levels, for sustained and or repeated periods of time.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver's License or CDL. Pass written and manipulative testing along with completion of 2 week trial period (for current staff.) Successful completion of orientation classes. All certifications must be completed within 24 months from date of hire.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

REASONING ABILITY:

Employee must be able to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Incumbent must possess ability to demonstrate good judgment in decision making and to seek proper counsel when in doubt.

PHYSICAL REQUIREMENTS:

1. In an eight-hour day employee may:
 - a. Stand/Walk { } None { } 1-4 hrs { } 4-6 hrs {x} 6-8 hrs
 - b. Sit { } None { } 1-3 hrs { } 3-5 hrs {x} 5-8 hrs
 - c. Drive { } None { } 1-3 hrs { } 3-5 hrs {x} 5-8 hrs
2. Employee may use hands for repetitive: {x} Single Grasping {x} Pushing & Pulling {x} Fine Manipulation
3. Employee may use feet for repetitive movement as in operating foot controls: {x} Yes { } No
4. Employee may need to:
 - a. Bend {x} Frequently { } Occasionally { } Not at all
 - b. Squat {x} Frequently { } Occasionally { } Not at all
 - c. Climb Stairs {x} Frequently { } Occasionally { } Not at all
 - d. Lift {x} Frequently { } Occasionally { } Not at all
5. Lifting:
 - { } Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
 - { } Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
 - {x} Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

{ } Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

{ } Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

6. Environmental Exposure:

{x} May be exposed to sun, rain, wind, snow

{x} May be exposed to extreme heat or cold

{x} May be exposed to confined spaces

{x} May be exposed to heights of more than 6 feet

{x} May be exposed to dust & dirt

{x} May be exposed to chemically treated fluids

{x} May be required to use Personal Protective Equipment (PPE) performing certain tasks

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____

**CEDAR FALLS COMMUNITY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: LEAD CUSTODIAN (Elementary)

CLASSIFICATION: III

REPORTS TO: Manager(s) of Custodial Services

FLSA STATUS: ___ Exempt ☒ Non-Exempt

STATUS: ☒ Full Time ___ Part Time

☒ Hourly ___ Salary

DATE REVISED: September 2008, September 2016, November 2018, February 2020, September 2020, October 2020, April 2023

BASIC FUNCTION: The job of “Lead Custodian” is for the purpose of providing housekeeping and maintenance to indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to assist other crafts as requested.

ESSENTIAL FUNCTIONS:

- Provide training & leadership to custodial staff in his/her assigned building.
- Supervise 2nd shift custodial staff during regular cleaning hours.
- May conduct weekend building checks for security and mechanical purposes in absence of Head Custodian.
- Instructs substitute custodians when regular staff is absent.
- Substitutes for Head Custodian in their absence.
- Monitors maintenance to custodial equipment and reports to Head Custodian repair/replacement as necessary.
- Operates folding bleachers where applicable for setup of athletic or other events.
- Responsible for snow and ice removal from sidewalks and paths immediately adjacent to the assigned building using manual and mechanical equipment; may be assigned to assist with snow removal in other areas e.g. parking lots as needed.
- Inspects building for vandalism and files appropriate reports with police and building secretary.
- Assists Central Service staff when necessary by providing information or help.
- Performs light maintenance on building systems such as but not limited to replacement of light switches, receptacles and light ballasts. Such tasks to be performed safely after demonstrating competence to or receiving training from a member of Central Services and following safe workplace protocols. Report larger more complicated or difficult repair or replacement tasks to Central Services following department procedures on a timely basis.
- Contacts Mechanics during 2nd shift hours for emergency repairs to equipment and facilities.
- Monitors and records temperatures on milk coolers, refrigerators and freezers for food service during weekend building checks.
- Has understanding of building fire alarm systems and assists building staff with emergency & fire drills as necessary.
- Communicates regularly with Head Custodian & building principal.
- Empties trash receptacles in assigned indoor area daily and outdoor as needed. Cleans and sanitizes all receptacles as necessary. Removes trash from building and place in dumpsters outside of building.
- Dust mops tiled floors daily. Sweeps up debris.
- Spot mops resilient floors in classrooms and hallways as needed. Wet mops/auto-scrubs entire floor when necessary.
- Operates auto-scrubber with floor restorer weekly in halls and corridors.
- Burnishes floors when necessary.
- Vacuums carpets and entry mats throughout assigned area regularly.
- Cleans whiteboards/chalkboards daily as well as rails.
- Cleans and polishes all sinks in assigned area daily using cleansers and sanitizers.
- Cleans and sanitizes fixtures in all restrooms in assigned area daily including toilets, stall partitions, sinks, urinals, faucets,

flush valves, dispensers and vents.

- Sanitizes restrooms floors daily.
- Replenishes paper towels and toilet tissue as needed.
- Clean and sanitize water fountains daily.
- Empties pencil sharpeners daily.
- Dusts window ledges and surfaces weekly.
- Washes desktops and removes graffiti as needed.
- Spot cleans windows and door glass daily.
- Changes light bulbs as necessary and wipes out lens covers.
- Replaces batteries as needed in items such as but not limited to: clocks, soap dispensers and paper towel dispensers or report to Head Custodian for further investigation.
- Performs all tasks related to summer cleaning which includes but not limited to; stripping floor wax, shampooing carpets, cleaning building furniture, washing walls,, windows and blinds, recoating floors with wax and polishing of floors.
- Sets up or assists with setup and tear down for extra building functions
- Secures building doors and windows in assigned area.
- Other duties as assigned.

QUALIFICATIONS:

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in general housekeeping maintenance or related field.
- **Skills** to operate hand and powered equipment used in housekeeping maintenance along with other custodial functions and perform basic math to calculate measurements, quantities, etc
- **Knowledge** of methods and use of materials, tools and equipment used in general housekeeping maintenance functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception. Must be able to work from ladders of various heights. Must be able to wear an OSHA approved respirator as determined by the District, to perform duties which may require physical exertion above normal levels, for sustained and or repeated periods of time.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver's License. Completion of orientation and 2 week trial period.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must be able to demonstrate good judgment in decision making and a desire to seek proper counsel when in doubt.

PHYSICAL REQUIREMENTS:

1. In an eight-hour day employee may:
 - a. Stand/Walk ☐ None ☐ 1-4 hrs ☐ 4-6 hrs ☒ 6-8 hrs
 - b. Sit ☐ None ☐ 1-3 hrs ☐ 3-5 hrs ☒ 5-8 hrs
 - c. Drive ☐ None ☒ 1-3 hrs ☐ 3-5 hrs ☐ 5-8 hrs
2. Employee may use hands for repetitive: ☒ Single Grasping ☒ Pushing & Pulling ☒ Fine Manipulation
3. Employee may use feet for repetitive movement as in operating foot controls: ☒ Yes ☐ No
4. Employee may need to:
 - a. Bend ☒ Frequently ☐ Occasionally ☐ Not at all
 - b. Squat ☒ Frequently ☐ Occasionally ☐ Not at all
 - c. Climb Stairs ☒ Frequently ☐ Occasionally ☐ Not at all
 - d. Lift ☒ Frequently ☐ Occasionally ☐ Not at all
5. Lifting:
 - ☐ Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
 - ☐ Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
 - ☒ Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
 - ☐ Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
 - ☐ Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.
6. Environmental Exposure:
 - ☒ May be exposed to sun, rain, wind, snow
 - ☒ May be exposed to extreme heat or cold
 - ☒ May be exposed to confined spaces
 - ☒ May be exposed to heights of more than 6 feet
 - ☒ May be exposed to dust & dirt
 - ☒ May be exposed to chemically treated fluids
 - ☒ May be required to use Personal Protective Equipment (PPE) performing certain tasks

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____

**CEDAR FALLS COMMUNITY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: GROUNDS KEEPER

CLASSIFICATION: III

REPORTS TO: Manager(s) of Custodial Services

FLSA STATUS: ____ Exempt ☒ Non-Exempt

STATUS: ☒ Full Time ____ Part Time

☒ Hourly ____ Salary

DATE REVISED: August 2008, September 2016, November 2018, February 2020, September 2020, October 2020

BASIC FUNCTION: The job of "Grounds Person" is for the purpose of providing maintenance and/or new installation to indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to substitute in the absence of other skilled crafts personnel.

ESSENTIAL FUNCTIONS:

- Provides repair/replacement/service to all types of grounds related equipment such as but not limited to mowers, tractors, loaders, dump trucks, snow plows, painters, trimmers, saws and tillers.
- Installs/maintains signage and related equipment for district.
- Responsible for keeping ornamental, play areas and sports turf mowed and trimmed on a timely basis.
- Keeps trimming around buildings, walks, tracks and trees maintained.
- Manicures trees, shrubs and flower beds for overgrowth and weeding.
- Orders parts and makes repairs to district playground equipment reported by building staff.
- Coordinates/performs installation of playground safety surfacing.
- Performs work order tasks as required to completion and files appropriate paperwork with Maintenance Office.
- Conforms to all laws, policies and practices of safety in the workplace.
- Procures materials and supplies for completion of tasks according to approved district guidelines.
- Transports district equipment and supplies as necessary between facilities owned by the district.
- Operates mechanical equipment including, but not limited to, mowers, vehicles, tractors, skid loaders and snow removal equipment.
- Operates hand held power equipment including, but not limited to saws, drills, grinders along with hand tools required for each task.
- Performs cleanup tasks after completion of projects.
- Monitors inventories of supplies necessary to complete tasks.
- Marks district sporting fields and play areas for PE and athletic school activities
- Sprays herbicides as necessary for turf management at district facilities.
- Monitors irrigation equipment and arranges for repairs as necessary.
- Manages assignments of seasonal grounds staff.
- Assist with snow removal/plowing.
- Other duties as assigned.

QUALIFICATIONS:

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in institutional grounds maintenance or related trade.
- **Skills** to operate hand and power tools used in institutional applications and perform basic math to calculate measurements, quantities, etc and to interpret plans, blueprints and/or schematics as required.
- **Knowledge** of methods and use of materials, tools and equipment used in institutional maintenance functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception. Must be able to work from ladders of various heights. Must be able to wear an OSHA approved respirator as determined by the District, to perform duties which may require physical exertion above normal levels, for sustained and or repeated periods of time.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Chauffeurs Driver's License with air brake endorsement is required. Pass written and manipulative testing along with completion of 2 week trial period (for current staff.) Successful completion of orientation classes. All certifications and licenses must be obtained within 24 months from date of hire.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

REASONING ABILITY:

Employee must be able to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Incumbent must possess ability to demonstrate good judgment in decision making and to seek proper counsel when in doubt.

PHYSICAL REQUIREMENTS:

1. In an eight-hour day employee may:

- a. Stand/Walk { } None { } 1-4 hrs { } 4-6 hrs {x} 6-8 hrs
- b. Sit { } None { } 1-3 hrs { } 3-5 hrs {x} 5-8 hrs
- c. Drive { } None { } 1-3 hrs { } 3-5 hrs {x} 5-8 hrs

2. Employee may use hands for repetitive: {x} Single Grasping {x} Pushing & Pulling {x} Fine Manipulation

3. Employee may use feet for repetitive movement as in operating foot controls: {x} Yes { } No

4. Employee may need to:

- a. Bend {x} Frequently { } Occasionally { } Not at all
- b. Squat {x} Frequently { } Occasionally { } Not at all
- c. Climb Stairs {x} Frequently { } Occasionally { } Not at all
- d. Lift {x} Frequently { } Occasionally { } Not at all

5. Lifting:

{ } Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.

{ } Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.

{x} Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

{ } Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

{ } Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

6. Environmental Exposure:

{x} May be exposed to sun, rain, wind, snow

{x} May be exposed to extreme heat or cold

{x} May be exposed to confined spaces

{x} May be exposed to heights of more than 6 feet

{x} May be exposed to dust & dirt

{x} May be exposed to chemically treated fluids

{x} May be required to use Personal Protective Equipment (PPE) performing certain tasks

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____

**CEDAR FALLS COMMUNITY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: LEAD CUSTODIAN (Jr. High)

CLASSIFICATION: IV

REPORTS TO: Manager(s) of Custodial Services

FLSA STATUS: ___ Exempt ☒ Non-Exempt

STATUS: ☒ Full Time ___ Part Time

☒ Hourly ___ Salary

DATE REVISED: September 2008, September 2016, November 2018, February 2020, September 2020, October 2020, April 2023

BASIC FUNCTION: The job of "Lead Custodian" is for the purpose of providing housekeeping and maintenance to indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to assist other crafts as requested.

ESSENTIAL FUNCTIONS:

- Provide training & leadership to custodial staff in his/her assigned building.
- Supervise 2nd shift custodial staff during regular cleaning hours.
- May conduct weekend building checks for security and mechanical purposes in absence of Head Custodian.
- Instructs substitute custodians when regular staff is absent.
- Substitutes for Head Custodian in their absence.
- Monitors maintenance to custodial equipment and reports to Head Custodian repair/replacement as necessary.
- Operates folding bleachers where applicable for setup of athletic or other events.
- Responsible for snow and ice removal from sidewalks and paths immediately adjacent to the assigned building using manual and mechanical equipment; may be assigned to assist with snow removal in other areas e.g. parking lots as needed.
- Inspects building for vandalism and files appropriate reports with police and building secretary.
- Assists Central Service staff when necessary by providing information or help.
- Performs light maintenance on building systems such as but not limited to replacement of light switches, receptacles and light ballasts. Such tasks to be performed safely after demonstrating competence to or receiving training from a member of Central Services and following safe workplace protocols. Report larger more complicated or difficult repair or replacement tasks to Central Services following department procedures on a timely basis.
- Contacts Mechanics during 2nd shift hours for emergency repairs to equipment and facilities.
- Monitors and records temperatures on milk coolers, refrigerators and freezers for food service during weekend building checks.
- Has understanding of building fire alarm systems and assists building staff with emergency & fire drills as necessary.
- Communicates regularly with Head Custodian & building principal.
- Empties trash receptacles in assigned indoor area daily and outdoor as needed. Cleans and sanitizes all receptacles as necessary. Removes trash from building and place in dumpsters outside of building.
- Dust mops tiled floors daily. Sweeps up debris.
- Spot mops resilient floors in classrooms and hallways as needed. Wet mops/auto-scrubs entire floor when necessary.
- Operates auto-scrubber with floor restorer weekly in halls and corridors.
- Burnishes floors when necessary.
- Vacuums carpets and entry mats throughout assigned area regularly.
- Cleans whiteboards/chalkboards daily as well as rails.
- Cleans and polishes all sinks in assigned area daily using cleansers and sanitizers.
- Cleans and sanitizes fixtures in all restrooms in assigned area daily including toilets, stall partitions, sinks, urinals, faucets,

flush valves, dispensers and vents.

- Sanitizes restrooms floors daily.
- Replenishes paper towels and toilet tissue as needed.
- Clean and sanitize water fountains daily.
- Empties pencil sharpeners daily.
- Dusts window ledges and surfaces weekly.
- Washes desktops and removes graffiti as needed.
- Spot cleans windows and door glass daily.
- Changes light bulbs as necessary and wipes out lens covers.
- Replaces batteries as needed in items such as but not limited to: clocks, soap dispensers and paper towel dispensers or report to Head Custodian for further investigation.
- Performs all tasks related to summer cleaning which includes but not limited to; stripping floor wax, shampooing carpets, cleaning building furniture, washing walls,, windows and blinds, recoating floors with wax and polishing of floors.
- Sets up or assists with setup and tear down for extra building functions
- Secures building doors and windows in assigned area.
- Has knowledge of pool maintenance.
- Other duties as assigned.

QUALIFICATIONS:

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in general housekeeping maintenance or related field.
- **Skills** to operate hand and powered equipment used in housekeeping maintenance along with other custodial functions and perform basic math to calculate measurements, quantities, etc
- **Knowledge** of methods and use of materials, tools and equipment used in general housekeeping maintenance functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception. Must be able to work from ladders of various heights. Must be able to wear an OSHA approved respirator as determined by the District, to perform duties which may require physical exertion above normal levels, for sustained and or repeated periods of time.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver's License. Completion of orientation and 2 week trial period. Successful completion of Certified Pool Operator class and annual refresher course. Incumbent must complete training within 12 months from date of hire.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must be able to demonstrate good judgment in decision making and a desire to seek proper counsel when in doubt.

PHYSICAL REQUIREMENTS:

1. In an eight-hour day employee may:
 - a. Stand/Walk ☐ None ☐ 1-4 hrs ☐ 4-6 hrs ☒ 6-8 hrs
 - b. Sit ☐ None ☐ 1-3 hrs ☐ 3-5 hrs ☒ 5-8 hrs
 - c. Drive ☐ None ☒ 1-3 hrs ☐ 3-5 hrs ☐ 5-8 hrs
2. Employee may use hands for repetitive: ☒ Single Grasping ☒ Pushing & Pulling ☒ Fine Manipulation
3. Employee may use feet for repetitive movement as in operating foot controls: ☒ Yes ☐ No
4. Employee may need to:
 - a. Bend ☒ Frequently ☐ Occasionally ☐ Not at all
 - b. Squat ☒ Frequently ☐ Occasionally ☐ Not at all
 - c. Climb Stairs ☒ Frequently ☐ Occasionally ☐ Not at all
 - d. Lift ☒ Frequently ☐ Occasionally ☐ Not at all
5. Lifting:
 - ☐ Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
 - ☐ Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
 - ☒ Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
 - ☐ Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
 - ☐ Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.
6. Environmental Exposure:
 - ☒ May be exposed to sun, rain, wind, snow
 - ☒ May be exposed to extreme heat or cold
 - ☒ May be exposed to confined spaces
 - ☒ May be exposed to heights of more than 6 feet
 - ☒ May be exposed to dust & dirt
 - ☒ May be exposed to chemically treated fluids
 - ☒ May be required to use Personal Protective Equipment (PPE) performing certain tasks

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____

**CEDAR FALLS COMMUNITY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: HEAD CUSTODIAN (Elementary)

CLASSIFICATION: IV

REPORTS TO: Manager(s) of Custodial Services

FLSA STATUS: ____ Exempt ☒ Non-Exempt

STATUS: ☒ Full Time ____ Part Time

☒ Hourly ____ Salary

DATE REVISED: August 2008, September 2016, November 2018, February 2020, September 2020, October 2020, April 2023

BASIC FUNCTION: The job of “Head Custodian” is for the purpose of providing housekeeping and maintenance to indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to assist other crafts as requested.

ESSENTIAL FUNCTIONS:

- Provide training & leadership to custodial staff in his/her assigned building.
- Supervise custodial 2nd shift staff during summer cleaning hours.
- Develop and assign work areas within the building in cooperation with Manager(s) of Custodial Services.
- Perform cleaning evaluations on each custodian in his/her assigned area quarterly and submit results to Manager(s) of Custodial Services.
- Conducts weekend building checks for security and mechanical purposes as well as training of substitutes when not available.
- Instructs substitute custodians when regular staff is absent.
- Maintains and orders inventory of custodial supplies from Central Services Warehouse.
- Monitors maintenance to custodial equipment and requests repair/replacement as necessary.
- Makes minor repairs to plumbing, heating and electrical systems such as but not limited to faucet repairs, drain repairs, flush valves, thermostats, switches, receptacles, light ballasts, etc., as well as locking devices, student lockers, doors & windows. Such tasks to be performed safely after demonstrating competence to or receiving training from a member of Central Services and following safe workplace protocols. Report larger more complicated or difficult repair or replacement tasks to Central Services following department procedures on a timely basis.
- Operates folding bleachers where applicable for setup of athletic or other events.
- Manages operations of heating/cooling plants within assigned building which includes but not limited to addition of chemicals to boiler systems, recording of pressures and temperatures, filling and draining systems, weekly blow down of steam boilers, prepares boilers for summer inspections, cleaning flues, monitoring automated temperature controls (where applicable) and minor troubleshooting for repairs.
- Responsible for snow and ice removal from sidewalks and paths immediately adjacent to the assigned building using manual and mechanical equipment; may be assigned to assist with snow removal in other areas e.g. parking lots as needed.
- Inspects building for vandalism and files appropriate reports with police and building secretary.
- Assists Central Service staff when necessary by providing information or help.
- Loads/unloads food service transport vehicles.
- Provides supervisory coverage during lunch periods in cafeteria.
- Monitors and records temperatures on milk coolers, refrigerators and freezers for food service during weekend building checks.
- Has understanding of building fire alarm systems and assists building staff with emergency & fire drills as necessary.
- Communicates regularly with building principal.
- Empties trash receptacles in assigned indoor area daily and outdoor as needed. Cleans and sanitizes all receptacles as

necessary. Removes trash from building and places it in dumpsters outside of the building.

- Dust mops tiled floors daily. Sweeps up debris.
- Spot mops resilient floors in classrooms and hallways as needed. Wet mops/auto-scrubs entire floor when necessary.
- Operates auto-scrubber with floor restorer weekly in halls and corridors.
- Burnishes floors when necessary.
- Vacuums carpets and entry mats throughout the assigned area regularly.
- Cleans whiteboards/chalkboards daily as well as rails.
- Cleans and polishes all sinks in the assigned area daily using cleansers and sanitizers.
- Cleans and sanitizes fixtures in all restrooms in assigned areas daily including toilets, stall partitions, sinks, urinals, faucets, flush valves, dispensers and vents.
- Sanitizes restroom floors daily.
- Replenishes paper towels and toilet tissue as needed.
- Clean and sanitize water fountains daily.
- Empties pencil sharpeners daily.
- Dusts window ledges and surfaces weekly.
- Washes desktops and removes graffiti as needed.
- Spot cleans windows and door glass daily.
- Changes light bulbs as necessary and wipes out lens covers.
- Replaces batteries as needed in items such as but not limited to: clocks, soap dispensers and paper towel dispensers or report to Central Services for further investigation.
- Performs all tasks related to summer cleaning which includes but not limited to; stripping floor wax, shampooing carpets, cleaning building furniture, washing walls,, windows and blinds, recoating floors with wax and polishing of floors.
- Sets up or assists with setup and teardown for extra building functions
- Secures building doors and windows in assigned areas.
- Other duties as assigned.

QUALIFICATIONS:

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in general housekeeping maintenance or related field.
- **Skills** to operate hand and powered equipment used in housekeeping maintenance along with other custodial functions and perform basic math to calculate measurements, quantities, etc
- **Knowledge** of methods and use of materials, tools and equipment used in general housekeeping maintenance functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception. Must be able to work from ladders of various heights. Must be able to wear an OSHA approved respirator as determined by the District, to perform duties which may require physical exertion above normal levels, for sustained and or repeated periods of time.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver's License. Completion of orientation 2 week trial period.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must be able to demonstrate good judgment in decision making and a desire to seek proper counsel when in doubt.

PHYSICAL REQUIREMENTS:

1. In an eight-hour day employee may:

- a. Stand/Walk { } None { } 1-4 hrs { } 4-6 hrs {x} 6-8 hrs
- b. Sit { } None { } 1-3 hrs { } 3-5 hrs {x} 5-8 hrs
- c. Drive { } None {x} 1-3 hrs { } 3-5 hrs { } 5-8 hrs

2. Employee may use hands for repetitive: {x} Single Grasping {x} Pushing & Pulling {x} Fine Manipulation

3. Employee may use feet for repetitive movement as in operating foot controls: {x} Yes { } No

4. Employee may need to:

- a. Bend {x} Frequently { } Occasionally { } Not at all
- b. Squat {x} Frequently { } Occasionally { } Not at all
- c. Climb Stairs {x} Frequently { } Occasionally { } Not at all
- d. Lift {x} Frequently { } Occasionally { } Not at all

5. Lifting:

{ } Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.

{ } Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.

{x} Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

{ } Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

{ } Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

6. Environmental Exposure:

{x} May be exposed to sun, rain, wind, snow

{x} May be exposed to extreme heat or cold

{x} May be exposed to confined spaces

{x} May be exposed to heights of more than 6 feet

{x} May be exposed to dust & dirt

{x} May be exposed to chemically treated fluids

{x} May be required to use Personal Protective Equipment (PPE) performing certain tasks

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signature of Supervisor: _____ Date: _____

Signature of Employee: _____ Date: _____

**CEDAR FALLS COMMUNITY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: WAREHOUSE PERSON

CLASSIFICATION: V

REPORTS TO: Manager(s) of Custodial Services

FLSA STATUS: ___ Exempt ☒ Non-Exempt

STATUS: ☒ Full Time ___ Part Time

☒ Hourly ___ Salary

DATE REVISED: October 2007, September 2016, November 2018, February 2020, September 2020, October 2020, April 2023

BASIC FUNCTION: The job of “Warehouse Person” is for the purpose of providing supply services at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to assist other skilled crafts personnel.

ESSENTIAL FUNCTIONS:

- Receives all freight shipments to the district from various suppliers which may include unloading trucks with fork lift or by hand if necessary.
- Inspects shipments for damaged materials and notes on trucking slip.
- Checks in all orders for proper amounts against purchase orders and files overage or shortage forms accordingly with Business Office.
- Delivers supplies from purchase orders to appropriate buildings.
- Processes purchase orders to completion and sends to Business Office for payment
- Maintains supply inventory for custodial/maintenance, paper and offices supplies and makes deliveries for same from requisitions to district buildings.
- Understands and navigates computerized inventory programs.
- Receives all items as well as storage and delivery of Food Service orders.
- Assembles new equipment for Custodial/Maintenance and Food Services as well as other departments as required.
- Transports district equipment but not limited to such items as lifts, mats, chairs, tables and departmental equipment to district buildings and or district functions that may include travel to other school districts and sites.
- Collects and arranges for disposal of recycled materials but not limited to: light bulbs, ballasts along with hazardous chemicals.
- Assists with removal, documentation, storage, and delivery of withdrawn equipment from district and for subsequent resale.
- Arranges for shipment of returned items as needed.
- Performs work order tasks as required to completion and files appropriate paperwork with Maintenance Office.
- Conforms to all laws, policies and practices of safety in the workplace.
- Procures materials and supplies for completion of tasks according to approved district guidelines.
- Operates mechanical equipment including, but not limited to, mowers, vehicles, tractors, skid loaders and snow removal equipment.
- Operates hand held power equipment including, but not limited to saws, drills, grinders along with hand tools required for each task.
- Performs cleanup tasks after completion of projects.
- Assist in snow removal/plowing.
- Other duties as assigned.

QUALIFICATIONS:

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in institutional shipping and receiving employment or related positions.
- **Skills** to operate hand and power tools used in institutional applications and perform basic math to calculate measurements, quantities, etc and to interpret plans, blueprints and/or schematics as required.
- **Knowledge** of methods and use of materials, tools and equipment used in institutional maintenance functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, and possess an ability to multitask when required as well as understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception. Must be able to work from ladders of various heights. Must be able to wear an OSHA approved respirator as determined by the District, to perform duties which may require physical exertion above normal levels, for sustained and or repeated periods of time.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver's License or CDL. Pass written and manipulative testing along with completion of 2 week trial period (for current staff.) Successful completion of orientation classes. All certifications must be completed within 24 months from date of hire.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

REASONING ABILITY:

Employee must be able to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Incumbent must possess ability to demonstrate good judgment in decision making and to seek proper counsel when in doubt.

PHYSICAL REQUIREMENTS:

1. In an eight-hour day employee may:
 - a. Stand/Walk { } None { } 1-4 hrs { } 4-6 hrs {x} 6-8 hrs
 - b. Sit { } None { } 1-3 hrs { } 3-5 hrs {x} 5-8 hrs
 - c. Drive { } None { } 1-3 hrs { } 3-5 hrs {x} 5-8 hrs
2. Employee may use hands for repetitive: {x} Single Grasping {x} Pushing & Pulling {x} Fine Manipulation
3. Employee may use feet for repetitive movement as in operating foot controls: {x} Yes { } No
4. Employee may need to:
 - a. Bend {x} Frequently { } Occasionally { } Not at all
 - b. Squat {x} Frequently { } Occasionally { } Not at all
 - c. Climb Stairs {x} Frequently { } Occasionally { } Not at all
 - d. Lift {x} Frequently { } Occasionally { } Not at all
5. Lifting:
 - { } Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
 - { } Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.

☒ Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

☐ Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

☐ Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

6. Environmental Exposure:

☒ May be exposed to sun, rain, wind, snow

☒ May be exposed to extreme heat or cold

☒ May be exposed to confined spaces

☒ May be exposed to heights of more than 6 feet

☒ May be exposed to dust & dirt

☒ May be exposed to chemically treated fluids

☒ May be required to use Personal Protective Equipment (PPE) performing certain tasks

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____

**CEDAR FALLS COMMUNITY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: LEAD CUSTODIAN (Sr. High)

CLASSIFICATION: V

REPORTS TO: Manager(s) Custodial Services

FLSA STATUS: ___ Exempt ☒ Non-Exempt

STATUS: ☒ Full Time ___ Part Time

☒ Hourly ___ Salary

DATE REVISED: September 2008, September 2016, November 2018, February 2020, September 2020, October 2020, April 2023

BASIC FUNCTION: The job of "Lead Custodian" is for the purpose of providing housekeeping and maintenance to indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to assist other crafts as requested.

ESSENTIAL FUNCTIONS:

- Provide training & leadership to custodial staff in his/her assigned building.
- Supervise 2nd shift custodial staff during regular cleaning hours.
- May conduct weekend building checks for security and mechanical purposes in absence of Head Custodian.
- Instructs substitute custodians when regular staff is absent.
- Substitutes for Head Custodian in their absence.
- Monitors maintenance to custodial equipment and reports to Head Custodian repair/replacement as necessary.
- Operates folding bleachers where applicable for setup of athletic or other events.
- Responsible for snow and ice removal from sidewalks and paths immediately adjacent to the assigned building using manual and mechanical equipment; may be assigned to assist with snow removal in other areas e.g. parking lots as needed.
- Inspects building for vandalism and files appropriate reports with police and building secretary.
- Assists Central Service staff when necessary by providing information or help.
- Performs light maintenance on building systems such as but not limited to replacement of light switches, receptacles and light ballasts. Such tasks to be performed safely after demonstrating competence to or receiving training from a member of Central Services and following safe workplace protocols. Report larger more complicated or difficult repair or replacement tasks to Central Services following department procedures on a timely basis.
- Contacts Mechanics during 2nd shift hours for emergency repairs to equipment and facilities.
- Monitors and records temperatures on milk coolers, refrigerators and freezers for food service during weekend building checks.
- Has understanding of building fire alarm systems and assists building staff with emergency & fire drills as necessary.
- Communicates regularly with Head Custodian & building principal.
- Empties trash receptacles in assigned indoor area daily and outdoor as needed. Cleans and sanitizes all receptacles as necessary. Removes trash from building and place in dumpsters outside of building.
- Dust mops tiled floors daily. Sweeps up debris.
- Spot mops resilient floors in classrooms and hallways as needed. Wet mops/auto-scrubs entire floor when necessary.
- Operates auto-scrubber with floor restorer weekly in halls and corridors.
- Burnishes floors when necessary.
- Vacuums carpets and entry mats throughout assigned area regularly.
- Cleans whiteboards/chalkboards daily as well as rails.
- Cleans and polishes all sinks in assigned area daily using cleansers and sanitizers.
- Cleans and sanitizes fixtures in all restrooms in assigned area daily including toilets, stall partitions, sinks, urinals, faucets,

flush valves, dispensers and vents.

- Sanitizes restrooms floors daily.
- Replenishes paper towels and toilet tissue as needed.
- Clean and sanitize water fountains daily.
- Empties pencil sharpeners daily.
- Dusts window ledges and surfaces weekly.
- Washes desktops and removes graffiti as needed.
- Spot cleans windows and door glass daily.
- Changes light bulbs as necessary and wipes out lens covers.
- Replaces batteries as needed in items such as but not limited to: clocks, soap dispensers and paper towel dispensers or report to Head Custodian for further investigation.
- Performs all tasks related to summer cleaning which includes but not limited to; stripping floor wax, shampooing carpets, cleaning building furniture, washing walls,, windows and blinds, recoating floors with wax and polishing of floors.
- Sets up or assists with setup and tear down for extra building functions
- Secures building doors and windows in assigned area.
- Other duties as assigned.

QUALIFICATIONS:

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in general housekeeping maintenance or related field.
- **Skills** to operate hand and powered equipment used in housekeeping maintenance along with other custodial functions and perform basic math to calculate measurements, quantities, etc
- **Knowledge** of methods and use of materials, tools and equipment used in general housekeeping maintenance functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception. Must be able to work from ladders of various heights. Must be able to work from ladders of various heights. Must be able to wear an OSHA approved respirator as determined by the District, to perform duties which may require physical exertion above normal levels, for sustained and or repeated periods of time.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver's License. Completion of orientation and 2 week trial period.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must be able to demonstrate good judgment in decision making and a desire to seek proper counsel when in doubt.

PHYSICAL REQUIREMENTS:

1. In an eight-hour day employee may:
 - a. Stand/Walk { } None { } 1-4 hrs { } 4-6 hrs {x} 6-8 hrs

- b. Sit { } None { } 1-3 hrs { } 3-5 hrs {x} 5-8 hrs
- c. Drive { } None {x} 1-3 hrs { } 3-5 hrs { } 5-8 hrs

2. Employee may use hands for repetitive: {x} Single Grasping {x} Pushing & Pulling {x} Fine Manipulation

3. Employee may use feet for repetitive movement as in operating foot controls: {x} Yes { } No

4. Employee may need to:

- a. Bend {x} Frequently { } Occasionally { } Not at all
- b. Squat {x} Frequently { } Occasionally { } Not at all
- c. Climb Stairs {x} Frequently { } Occasionally { } Not at all
- d. Lift {x} Frequently { } Occasionally { } Not at all

5. Lifting:

- { } Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
- { } Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
- {x} Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- { } Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- { } Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

6. Environmental Exposure:

- {x} May be exposed to sun, rain, wind, snow
- {x} May be exposed to extreme heat or cold
- {x} May be exposed to confined spaces
- {x} May be exposed to heights of more than 6 feet
- {x} May be exposed to dust & dirt
- {x} May be exposed to chemically treated fluids
- {x} May be required to use Personal Protective Equipment (PPE) performing certain tasks

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signature of Supervisor: _____ Date: _____

Signature of Employee: _____ Date: _____

**CEDAR FALLS COMMUNITY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: HEAD CUSTODIAN (Jr. High)

CLASSIFICATION: V

REPORTS TO: Manager(s) of Custodial Services

FLSA STATUS: ☐ Exempt ☒ Non-Exempt

STATUS: ☒ Full Time ☐ Part Time

☒ Hourly ☐ Salary

DATE REVISED: September 2008, September 2016, November 2018, February 2020, September 2020, October 2020, April 2023

BASIC FUNCTION: The job of "Head Custodian" is for the purpose of providing housekeeping and maintenance to indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to assist other crafts as requested.

ESSENTIAL FUNCTIONS:

- Provide training & leadership to custodial staff in his/her assigned building.
- Create overtime cleaning schedules for evening and weekend activities and submit to Manager(s) of Custodial Services.
- Supervise 2nd shift custodial staff during summer cleaning hours.
- Develop and assign work areas within the building in cooperation with Manager(s) of Custodial Services.
- Perform cleaning evaluations on each custodian in his/her assigned area quarterly and submit results to Manager(s) of Custodial Services.
- Conducts weekend building checks for security and mechanical purposes as well as training of substitutes when not available.
- Instructs substitute custodians when regular staff is absent.
- Maintains and orders inventory of custodial supplies from Central Services Warehouse.
- Monitors maintenance to custodial equipment and requests repair/replacement as necessary.
- Makes minor repairs to plumbing, heating and electrical systems such as but not limited to faucet repairs, drain repairs, flush valves, thermostats, switches, receptacles, light ballasts, etc., as well as locking devices, student lockers, doors & windows. Such tasks to be performed safely after demonstrating competence to or receiving training from a member of Central Services and following safe workplace protocols. Report larger more complicated or difficult repair or replacement tasks to Central Services following department procedures on a timely basis.
- Operates folding bleachers where applicable for setup of athletic or other events.
- Manages operations of heating/cooling plants within assigned building which includes but not limited to addition of chemicals to boiler systems, recording of pressures and temperatures, filling and draining systems, weekly blow down of steam boilers, prepares boilers for summer inspections, cleaning flues, monitoring automated temperature controls (where applicable) and minor troubleshooting for repairs.
- Conducts water sampling of swimming pools and records test results.
- Maintains pool filtration equipment as needed and makes minor repairs to equipment.
- Attends educational classes to be certified as a Swimming Pool Operator.
- Reports pool repair needs to Central Services.
- Responsible for snow and ice removal from sidewalks and paths immediately adjacent to the assigned building using manual and mechanical equipment; may be assigned to assist with snow removal in other areas e.g. parking lots as needed.
- Inspects building for vandalism and files appropriate reports with police and building secretary.

- Assists Central Service staff when necessary by providing information or help.
- Loads/unloads food service transport vehicles.
- Provides supervisory coverage during lunch period in cafeteria.
- Monitors and records temperatures on milk coolers, refrigerators and freezers for food service during weekend building checks.
- Has understanding of building fire alarm systems and assists building staff with emergency & fire drills as necessary.
- Communicates regularly with building principal.
- Empties trash receptacles in assigned indoor area daily and outdoor as needed. Cleans and sanitizes all receptacles as necessary. Removes trash from building and place in dumpsters outside of building.
- Dust mops tiled floors daily. Sweeps up debris.
- Spot mops resilient floors in classrooms and hallways as needed. Wet mops/auto-scrubs entire floor when necessary.
- Operates auto-scrubber with floor restorer weekly in halls and corridors.
- Burnishes floors when necessary.
- Vacuums carpets and entry mats throughout assigned area regularly.
- Cleans whiteboards/chalkboards daily as well as rails.
- Cleans and polishes all sinks in assigned area daily using cleansers and sanitizers.
- Cleans and sanitizes fixtures in all restrooms in assigned area daily including toilets, stall partitions, sinks, urinals, faucets, flush valves, dispensers and vents.
- Sanitizes restrooms floors daily.
- Replenishes paper towels and toilet tissue as needed.
- Clean and sanitize water fountains daily.
- Empties pencil sharpeners daily.
- Dusts window ledges and surfaces weekly.
- Washes desktops and removes graffiti as needed.
- Spot cleans windows and door glass daily.
- Changes light bulbs as necessary and wipes out lens covers.
- Replaces batteries as needed in items such as but not limited to: clocks, soap dispensers and paper towel dispensers or report to Central Services for further investigation.
- Performs all tasks related to summer cleaning which includes but not limited to; stripping floor wax, shampooing carpets, cleaning building furniture, washing walls,, windows and blinds, recoating floors with wax and polishing of floors.
- Sets up or assists with setup and tear down for extra building functions
- Secures building doors and windows in assigned area.
- Other duties as assigned.

QUALIFICATIONS:

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in general housekeeping maintenance or related field.
- **Skills** to operate hand and powered equipment used in housekeeping maintenance along with other custodial functions and perform basic math to calculate measurements, quantities, etc
- **Knowledge** of methods and use of materials, tools and equipment used in general housekeeping maintenance functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a

variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception. Must be able to work from ladders of various heights. Must be able to wear an OSHA approved respirator as determined by the District, to perform duties which may require physical exertion above normal levels, for sustained and or repeated periods of time.

- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver's License. Completion of orientation period and 2 week trial. Successful completion of Certified Pool Operator classes and annual refresher course. Incumbent must complete training within 12 months from date of hire.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must be able to demonstrate good judgment in decision making and a desire to seek proper counsel when in doubt.

PHYSICAL REQUIREMENTS:

1. In an eight-hour day employee may:

- a. Stand/Walk ☐ None ☐ 1-4 hrs ☐ 4-6 hrs ☒ 6-8 hrs
- b. Sit ☐ None ☐ 1-3 hrs ☐ 3-5 hrs ☒ 5-8 hrs
- c. Drive ☐ None ☒ 1-3 hrs ☐ 3-5 hrs ☐ 5-8 hrs

2. Employee may use hands for repetitive: ☒ Single Grasping ☒ Pushing & Pulling ☒ Fine Manipulation

3. Employee may use feet for repetitive movement as in operating foot controls: ☒ Yes ☐ No

4. Employee may need to:

- a. Bend ☒ Frequently ☐ Occasionally ☐ Not at all
- b. Squat ☒ Frequently ☐ Occasionally ☐ Not at all
- c. Climb Stairs ☒ Frequently ☐ Occasionally ☐ Not at all
- d. Lift ☒ Frequently ☐ Occasionally ☐ Not at all

5. Lifting:

☐ Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.

☐ Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.

☒ Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

☐ Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

☐ Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

6. Environmental Exposure:

- ☒ May be exposed to sun, rain, wind, snow
- ☒ May be exposed to extreme heat or cold
- ☒ May be exposed to confined spaces
- ☒ May be exposed to heights of more than 6 feet
- ☒ May be exposed to dust & dirt

{x} May be exposed to chemically treated fluids

{x} May be required to use Personal Protective Equipment (PPE) performing certain tasks

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____

**CEDAR FALLS COMMUNITY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: HEAD GROUNDS KEEPER

CLASSIFICATION: V-A

REPORTS TO: Manager(s) of Custodial Services

FLSA STATUS: ____ Exempt ☒ Non-Exempt

STATUS: ☒ Full Time ____ Part Time

☒ Hourly ____ Salary

DATE REVISED: June 2014, September 2016, November 2018, February 2020, September 2020, October 2020, April 2023

BASIC FUNCTION: The job of “Head Grounds Keeper” is for the purpose of providing maintenance and/or new installation to indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to substitute in the absence of other skilled crafts personnel.

ESSENTIAL FUNCTIONS:

- Provides repair/replacement/service to all types of grounds related equipment such as but not limited to mowers, tractors, loaders, dump trucks, snow plows, painters, trimmers, saws and tillers.
- Installs/maintains signage and related equipment for district.
- Responsible for keeping ornamental, play areas and sports turf mowed and trimmed (natural) and groomed (artificial) on a timely basis.
- Keeps trimming around buildings, walks, tracks and trees maintained.
- Manicures trees, shrubs and flower beds for overgrowth and weeding.
- Orders parts and makes repairs to district playground equipment reported by building staff.
- Coordinates/performs installation of playground safety surfacing.
- Performs work order tasks as required to completion and files appropriate paperwork with Maintenance Office.
- Conforms to all laws, policies and practices of safety in the workplace.
- Procures materials and supplies for completion of tasks according to approved district guidelines.
- Transports district equipment and supplies as necessary between facilities owned by the district.
- Operates mechanical equipment including, but not limited to, mowers, vehicles, tractors, skid loaders and snow removal equipment.
- Operates hand held power equipment including, but not limited to welders, saws, drills, grinders along with hand tools required for each task.
- Performs cleanup tasks after completion of projects.
- Monitors inventories of tools, equipment and supplies necessary to complete tasks.
- Marks district sporting fields and play areas for PE and athletic school activities
- Sprays herbicides as necessary for turf management at district facilities.
- Monitors irrigation equipment and arranges for repairs as necessary.
- Coordinates snow removal schedules with other Central Service staff.
- Responsible for assignments of full time, part time and seasonal grounds staff.
- Confers with Director of Buildings & Grounds or designee, athletic director, assistant athletic directors, coaches and other staff regarding event schedules for field maintenance.
- Provides direction and training to workers who perform duties such as but not limited to: mowing, trimming, landscaping, pruning of trees & shrubs, weeding, lining athletic fields and snow removal.
- May inspect completed tasks by others to ensure conformance to specifications, standards and requirements.

- Demonstrates leadership for coworkers and sets the pace and possesses the ability for critical thinking to accomplish goals and tasks.
- Other duties as assigned.

QUALIFICATIONS:

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in institutional grounds maintenance or related trade.
- **Skills** to operate hand and power tools used in institutional applications and perform basic math to calculate measurements, quantities, etc and to interpret plans, blueprints and/or schematics as required.
- **Knowledge** of methods and use of materials, tools and equipment used in institutional maintenance functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception. Must be able to work from ladders of various heights. Must be able to wear an OSHA approved respirator as determined by the District, to perform duties which may require physical exertion above normal levels, for sustained and or repeated periods of time.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver's License. Commercial Driver's License (CDL) is required. Pass written and manipulative testing along with completion of 2 week trial period (for current staff.) Successful completion of orientation classes. Certified Arborist and field experience in horticulture is desirable but not required. All certifications must be completed within 24 months from date of hire.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

REASONING ABILITY:

Employee must be able to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Incumbent must possess ability to demonstrate good judgment in decision making and to seek proper counsel when in doubt.

PHYSICAL REQUIREMENTS:

1. In an eight-hour day employee may:
 - a. Stand/Walk { } None { } 1-4 hrs { } 4-6 hrs {x} 6-8 hrs
 - b. Sit { } None { } 1-3 hrs { } 3-5 hrs {x} 5-8 hrs
 - c. Drive { } None { } 1-3 hrs { } 3-5 hrs {x} 5-8 hrs
2. Employee may use hands for repetitive: {x} Single Grasping {x} Pushing & Pulling {x} Fine Manipulation
3. Employee may use feet for repetitive movement as in operating foot controls: {x} Yes { } No
4. Employee may need to:
 - a. Bend {x} Frequently { } Occasionally { } Not at all
 - b. Squat {x} Frequently { } Occasionally { } Not at all

- c. Climb Stairs ☒ Frequently ☐ Occasionally ☐ Not at all
d. Lift ☒ Frequently ☐ Occasionally ☐ Not at all

5. Lifting:

☐ Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
☐ Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
☒ Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

☐ Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
☐ Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

6. Environmental Exposure:

- ☒ May be exposed to sun, rain, wind, snow
☒ May be exposed to extreme heat or cold
☒ May be exposed to confined spaces
☒ May be exposed to heights of more than 6 feet
☒ May be exposed to dust & dirt
☒ May be exposed to chemically treated fluids
☒ May be required to use Personal Protective Equipment (PPE) performing certain tasks

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signature of Supervisor: _____ Date: _____

Signature of Employee: _____ Date: _____

**CEDAR FALLS COMMUNITY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: HEAD CUSTODIAN (Senior High)

CLASSIFICATION: V-B

REPORTS TO: Manager(s) of Custodial Services

FLSA STATUS: ☐ Exempt ☒ Non-Exempt

STATUS: ☒ Full Time ☐ Part Time

☒ Hourly ☐ Salary

DATE REVISED: August 2008, September 2016, November 2018, February 2020, September 2020, October 2020, April 2023

BASIC FUNCTION: The job of “Head Custodian” is for the purpose of providing housekeeping and maintenance to indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to assist other crafts as requested.

ESSENTIAL FUNCTIONS:

- Provide training & leadership to custodial staff in his/her assigned building.
- Create overtime cleaning schedules for evening and weekend activities and submit to Manager(s) of Custodial Services.
- Supervise day custodial staff and 2nd shift staff during summer cleaning hours.
- Develop and assign work areas within the building in cooperation with Manager(s) of Custodial Services.
- Perform cleaning evaluations on each custodian in his/her assigned area quarterly and submit results to Manager(s) of Custodial Services.
- Conducts weekend building checks for security and mechanical purposes as well as training of substitutes when not available.
- Instructs substitute custodians when regular staff is absent.
- Maintains and orders inventory of custodial supplies from Central Services Warehouse.
- Monitors maintenance to custodial equipment and requests repair/replacement as necessary.
- Makes minor repairs to plumbing, heating and electrical systems such as but not limited to faucet repairs, drain repairs, flush valves, thermostats, switches, receptacles, light ballasts, etc., as well as locking devices, student lockers, doors & windows. Such tasks to be performed safely after demonstrating competence to or receiving training from a member of Central Services and following safe workplace protocols. Report larger more complicated or difficult repair or replacement tasks to Central Services following department procedures on a timely basis.
- Operates folding bleachers where applicable for setup of athletic or other events.
- Manages operations of heating/cooling plants within assigned building which includes but not limited to addition of chemicals to boiler systems, recording of pressures and temperatures, filling and draining systems, weekly blow down of steam boilers, prepares boilers for summer inspections, cleaning flues, monitoring automated temperature controls (where applicable) and minor troubleshooting for repairs.
- Responsible for snow and ice removal from sidewalks and paths immediately adjacent to the assigned building using manual and mechanical equipment; may be assigned to assist with snow removal in other areas e.g. parking lots as needed.
- Inspects building for vandalism and files appropriate reports with police and building secretary.
- Assists Central Service staff when necessary by providing information or help.
- Loads/unloads food service transport vehicles.
- Provides supervisory coverage during lunch period in cafeteria or designates appropriate staff for the task (High School only).
- Monitors and records temperatures on milk coolers, refrigerators and freezers for food service during weekend building checks.
- Has understanding of building fire alarm systems and assists building staff with emergency & fire drills as necessary.
- Communicates regularly with building principal.

- Empties trash receptacles in assigned indoor area daily and outdoor as needed. Cleans and sanitizes all receptacles as necessary. Removes trash from building and place in dumpsters outside of building.
- Dust mops tiled floors daily. Sweeps up debris.
- Spot mops resilient floors in classrooms and hallways as needed. Wet mops/auto-scrubs entire floor when necessary.
- Operates auto-scrubber with floor restorer weekly in halls and corridors.
- Burnishes floors when necessary.
- Vacuums carpets and entry mats throughout assigned area regularly.
- Cleans whiteboards/chalkboards daily as well as rails.
- Cleans and polishes all sinks in assigned area daily using cleansers and sanitizers.
- Cleans and sanitizes fixtures in all restrooms in assigned area daily including toilets, stall partitions, sinks, urinals, faucets, flush valves, dispensers and vents.
- Sanitizes restrooms floors daily.
- Replenishes paper towels and toilet tissue as needed.
- Clean and sanitize water fountains daily.
- Empties pencil sharpeners daily.
- Dusts window ledges and surfaces weekly.
- Washes desktops and removes graffiti as needed.
- Spot cleans windows and door glass daily.
- Changes light bulbs as necessary and wipes out lens covers.
- Replaces batteries as needed in items such as but not limited to: clocks, soap dispensers and paper towel dispensers or report to Central Services for further investigation.
- Performs all tasks related to summer cleaning which includes but not limited to; stripping floor wax, shampooing carpets, cleaning building furniture, washing walls,, windows and blinds, recoating floors with wax and polishing of floors.
- Sets up or assists with setup and tear down for extra building functions
- Secures building doors and windows in assigned area.
- Other duties as assigned.

QUALIFICATIONS:

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in general housekeeping maintenance or related field.
- **Skills** to operate hand and powered equipment used in housekeeping maintenance along with other custodial functions and perform basic math to calculate measurements, quantities, etc
- **Knowledge** of methods and use of materials, tools and equipment used in general housekeeping maintenance functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception. Must be able to work from ladders of various heights. Must be able to wear an OSHA approved respirator as determined by the District, to perform duties which may require physical exertion above normal levels, for sustained and or repeated periods of time.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver's License. Completion of orientation period.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must be able to demonstrate good judgment in decision making and a desire to seek proper counsel when in doubt.

PHYSICAL REQUIREMENTS:

1. In an eight-hour day employee may:

- a. Stand/Walk ☐ None ☐ 1-4 hrs ☐ 4-6 hrs ☒ 6-8 hrs
- b. Sit ☐ None ☐ 1-3 hrs ☐ 3-5 hrs ☒ 5-8 hrs
- c. Drive ☐ None ☒ 1-3 hrs ☐ 3-5 hrs ☐ 5-8 hrs

2. Employee may use hands for repetitive: ☒ Single Grasping ☒ Pushing & Pulling ☒ Fine Manipulation

3. Employee may use feet for repetitive movement as in operating foot controls: ☒ Yes ☐ No

4. Employee may need to:

- a. Bend ☒ Frequently ☐ Occasionally ☐ Not at all
- b. Squat ☒ Frequently ☐ Occasionally ☐ Not at all
- c. Climb Stairs ☒ Frequently ☐ Occasionally ☐ Not at all
- d. Lift ☒ Frequently ☐ Occasionally ☐ Not at all

5. Lifting:

☐ Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.

☐ Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.

☒ Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

☐ Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

☐ Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

6. Environmental Exposure:

☒ May be exposed to sun, rain, wind, snow

☒ May be exposed to extreme heat or cold

☒ May be exposed to confined spaces

☒ May be exposed to heights of more than 6 feet

☒ May be exposed to dust & dirt

☒ May be exposed to chemically treated fluids

☒ May be required to use Personal Protective Equipment (PPE) performing certain tasks

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signature of Supervisor: _____ Date: _____

Signature of Employee: _____ Date: _____

**CEDAR FALLS COMMUNITY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: CARPENTER

CLASSIFICATION: VI

REPORTS TO: Manager(s) of Custodial Services

FLSA STATUS: ___ Exempt ☒ Non-Exempt

STATUS: ☒ Full Time ___ Part Time

☒ Hourly ___ Salary

DATE REVISED: October 2007, September 2016, November 2018, February 2020, September 2020, October 2020

BASIC FUNCTION: The job of "Carpenter" is for the purpose of providing maintenance and/or new construction to indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to substitute in the absence of other skilled crafts personnel.

ESSENTIAL FUNCTIONS:

- Repairs/replaces surfaces such as walls, floors, ceilings, door & window frames, exterior brick or siding and metal work at various facilities throughout the district.
- Constructs and installs cabinetry, countertops, shelving, white boards, tack boards and other items for classroom instruction and makes repairs for same.
- Maintains operable and fixed windows & doors such as glass repairs, hinges, door closers, levers and knobs along with locks as well as coordinates with outside contractors for repairs when necessary.
- Makes repairs to all district furniture such as tables, desks, chairs, filing cabinets, projection screens, windows blinds and shades, etc.
- Inspects roofs throughout district and makes minor repairs to flashings, coping, roof membranes, drains, caulking, etc. and reports major concerns to Manager(s) of Custodial Services.
- Performs work order tasks as required to completion and files appropriate paperwork with Maintenance Office.
- Conforms to all laws, policies and practices of safety in the workplace.
- Procures materials and supplies for completion of tasks according to approved district guidelines.
- Transports district equipment and supplies as necessary between facilities owned by the district.
- Operates mechanical equipment including, but not limited to, mowers, vehicles, tractors, skid loaders and snow removal equipment.
- Operates hand held power equipment including, but not limited to saws, drills, grinders along with hand tools required for each task.
- Performs cleanup tasks after completion of projects.
- Monitors inventories of supplies necessary to complete tasks.
- Setup/tear down of scaffolding or lifts as required for each task.
- Assist with snow removal/plowing.
- Other duties as assigned.

QUALIFICATIONS:

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in institutional building maintenance or related trade.
- **Skills** to operate hand and power tools used in institutional applications and perform basic math to calculate measurements, quantities, etc and to interpret plans, blueprints and/or schematics as required.
- **Knowledge** of methods and use of materials, tools and equipment used in institutional maintenance functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception. Must be able to work from ladders of various heights. Must be able to wear an OSHA approved respirator as determined by the District, to perform duties which may require physical exertion above normal levels, for sustained and or repeated periods of time.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver's License. Completion of Supervisor/Contractor certification in handling of asbestos. Pass written and manipulative testing along with completion of 2 week trial period (for current staff.) Successful completion of orientation classes. All certifications must be completed within 24 months from date of hire.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

REASONING ABILITY:

Employee must be able to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Incumbent must possess ability to demonstrate good judgment in decision making and to seek proper counsel when in doubt.

PHYSICAL REQUIREMENTS:

1. In an eight-hour day employee may:
 - a. Stand/Walk { } None { } 1-4 hrs { } 4-6 hrs {x} 6-8 hrs
 - b. Sit { } None { } 1-3 hrs { } 3-5 hrs {x} 5-8 hrs
 - c. Drive { } None { } 1-3 hrs { } 3-5 hrs {x} 5-8 hrs
2. Employee may use hands for repetitive: {x} Single Grasping {x} Pushing & Pulling {x} Fine Manipulation
3. Employee may use feet for repetitive movement as in operating foot controls: {x} Yes { } No
4. Employee may need to:
 - a. Bend {x} Frequently { } Occasionally { } Not at all
 - b. Squat {x} Frequently { } Occasionally { } Not at all
 - c. Climb Stairs {x} Frequently { } Occasionally { } Not at all
 - d. Lift {x} Frequently { } Occasionally { } Not at all
5. Lifting:
{ } Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.

- ☐ Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
- ☒ Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
- ☐ Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
- ☐ Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

6. Environmental Exposure:

- ☒ May be exposed to sun, rain, wind, snow
- ☒ May be exposed to extreme heat or cold
- ☒ May be exposed to confined spaces
- ☒ May be exposed to heights of more than 6 feet
- ☒ May be exposed to dust & dirt
- ☒ May be exposed to chemically treated fluids
- ☒ May be required to use Personal Protective Equipment (PPE) performing certain tasks

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signature of Supervisor: _____ Date: _____

Signature of Employee: _____ Date: _____

**CEDAR FALLS COMMUNITY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: PAINTER

CLASSIFICATION: VI

REPORTS TO: Manager(s) of Custodial Services

FLSA STATUS: ____ Exempt ☒ Non-Exempt

STATUS: ☒ Full Time ____ Part Time

☒ Hourly ____ Salary

DATE REVISED: October 2007, September 2016, November 2018, February 2020, September 2020, October 2020

BASIC FUNCTION: The job of "Painter" is for the purpose of providing new/restorative painting and/or refinishing to indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to substitute in the absence of other skilled crafts personnel.

ESSENTIAL FUNCTIONS:

- Prepares and refinishes surfaces such as walls, floors, ceilings, door & window frames and metal work at various facilities throughout the district.
- Prepares and finishes wood surfaces as necessary on cabinetry, doors, siding, etc.
- Maintains painted instructional/athletic markings on gym floors.
- Performs work order tasks as required to completion and files appropriate paperwork with Maintenance Office.
- Conforms to all laws, policies and practices of safety in the workplace.
- Procures materials and supplies for completion of tasks according to approved district guidelines.
- Transports district equipment and supplies as necessary between facilities owned by the district.
- Operates mechanical equipment including, but not limited to, mowers, vehicles, tractors, skid loaders and snow removal equipment.
- Operates hand held power equipment including, but not limited to paint sprayers, saws, drills, grinders along with hand tools required for each task.
- Performs cleanup tasks after completion of projects.
- Monitors inventories of painting supplies and rotates stock.
- Disposes of outdated paint and supplies.
- Manages painting records for future reference.
- Setup/tear down of scaffolding or lifts as required for each task.
- Assist with snow removal/plowing.
- Other duties as assigned.

QUALIFICATIONS:

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in commercial building/grounds maintenance or related trade.
- **Skills** to operate hand and power tools used in commercial painting applications and perform basic math to calculate

measurements, quantities, etc and to interpret plans, blueprints and/or schematics as required.

- **Knowledge** of methods and use of materials, tools and equipment used in commercial painting functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception. Must be able to work from ladders of various heights. Must be able to wear an OSHA approved respirator as determined by the District, to perform duties which may require physical exertion above normal levels, for sustained and or repeated periods of time.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver's License. Successful completion of orientation classes.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

REASONING ABILITY:

Employee must be able to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Incumbent must possess ability to demonstrate good judgment in decision making and to seek proper counsel when in doubt.

PHYSICAL REQUIREMENTS:

1. In an eight-hour day employee may:
 - a. Stand/Walk { } None { } 1-4 hrs { } 4-6 hrs {x} 6-8 hrs
 - b. Sit { } None { } 1-3 hrs { } 3-5 hrs {x} 5-8 hrs
 - c. Drive { } None { } 1-3 hrs { } 3-5 hrs {x} 5-8 hrs
2. Employee may use hands for repetitive: {x} Single Grasping {x} Pushing & Pulling {x} Fine Manipulation
3. Employee may use feet for repetitive movement as in operating foot controls: {x} Yes { } No
4. Employee may need to:
 - a. Bend {x} Frequently { } Occasionally { } Not at all
 - b. Squat {x} Frequently { } Occasionally { } Not at all
 - c. Climb Stairs {x} Frequently { } Occasionally { } Not at all
 - d. Lift {x} Frequently { } Occasionally { } Not at all
5. Lifting:
 - { } Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
 - { } Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
 - {x} Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
 - { } Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
 - { } Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

6. Environmental Exposure:

- {x} May be exposed to sun, rain, wind, snow
- {x} May be exposed to extreme heat or cold
- {x} May be exposed to confined spaces
- {x} May be exposed to heights of more than 6 feet
- {x} May be exposed to dust & dirt
- {x} May be exposed to chemically treated fluids
- {x} May be required to use Personal Protective Equipment (PPE) performing certain tasks

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____

**CEDAR FALLS COMMUNITY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: PLUMBER

CLASSIFICATION: VI

REPORTS TO: Manager(s) of Custodial Services

FLSA STATUS: ___ Exempt ☒ Non-Exempt

STATUS: ☒ Full Time ___ Part Time

☒ Hourly ___ Salary

DATE REVISED: August 2008, September 2016, November 2018, February 2020, September 2020, October 2020

BASIC FUNCTION: The job of “Plumber” is for the purpose of providing maintenance and installation of mechanical systems to indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to assist and/or substitute for other skilled crafts as necessary.

ESSENTIAL FUNCTIONS:

- Troubleshoots, Repairs/Installs all types steam and hot water boilers, condensate collection equipment, pumps along with drive components such as bearings, belts, motors and other related equipment.
- Troubleshoots, Repairs/Installs various mechanical systems in the area of plumbing that include but are not limited to: potable water supplies, sewer and drainage systems, irrigation systems, heating hot water systems and their respective components.
- Troubleshoots, Repairs/Installs Food Service equipment including but not limited to: steam pots, kettles, ovens, mixers, coolers, freezers, heating wells/carts, sinks and dishwashing equipment.
- Performs work order tasks as required to completion and files appropriate paperwork with Maintenance Office.
- Conforms to all laws, policies and practices of safety in the workplace.
- Procures materials and supplies for completion of tasks according to approved district guidelines.
- Transports district equipment and supplies as necessary between facilities owned by the district.
- Operates mechanical equipment as required including but not limited to: vehicles, snow removal equipment, mowers, lifts, tractors and skid loaders.
- Operates hand held power equipment including, but not limited to, saws, drills, grinders, augers, weed trimmers, welders and torches along with hand tools required for each task.
- Ability to understand and operate computer controlled energy management systems.
- Assist with snow removal/plowing.
- Other duties as assigned.

QUALIFICATIONS:

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in general building maintenance or related trade.
- **Skills** to operate hand and power tools used in general maintenance and custodial functions, perform basic math to calculate measurements, quantities, etc and to interpret plans, blueprints and/or schematics as required.
- **Knowledge** of methods and use of materials, tools and equipment used in general maintenance functions while applying

standards for safe use of equipment.

- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception. Must be able to work from ladders of various heights. Must be able to wear an OSHA approved respirator as determined by the District, to perform duties which may require physical exertion above normal levels, for sustained and or repeated periods of time.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver's License. Supervisor/Contractor certification in handling of asbestos, certification in backflow assembly testing, certified pool operator. Pass written and manipulative testing along with completion of 2 week trial period (for current staff). Certifications must be obtained within 24 months of hire.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must be able to demonstrate good judgment in decision making and a desire to seek proper counsel when in doubt.

PHYSICAL REQUIREMENTS:

1. In an eight-hour day employee may:

- a. Stand/Walk { } None { } 1-4 hrs { } 4-6 hrs {x} 6-8 hrs
- b. Sit { } None { } 1-3 hrs { } 3-5 hrs {x} 5-8 hrs
- c. Drive { } None { } 1-3 hrs { } 3-5 hrs {x} 5-8 hrs

2. Employee may use hands for repetitive: {x} Single Grasping {x} Pushing & Pulling {x} Fine Manipulation

3. Employee may use feet for repetitive movement as in operating foot controls: {x} Yes { } No

4. Employee may need to:

- a. Bend {x} Frequently { } Occasionally { } Not at all
- b. Squat {x} Frequently { } Occasionally { } Not at all
- c. Climb Stairs {x} Frequently { } Occasionally { } Not at all
- d. Lift {x} Frequently { } Occasionally { } Not at all

5. Lifting:

{ } Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.

{ } Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.

{x} Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.

{ } Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.

{ } Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

6. Environmental Exposure:

- {x} May be exposed to sun, rain, wind, snow
- {x} May be exposed to extreme heat or cold
- {x} May be exposed to confined spaces

{x} May be exposed to heights of more than 6 feet

{x} May be exposed to dust & dirt

{x} May be exposed to chemically treated fluids

{x} May be required to use Personal Protective Equipment (PPE) performing certain tasks

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____

**CEDAR FALLS COMMUNITY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: PREVENTATIVE MAINTENANCE TECHNICIAN

CLASSIFICATION: VI

REPORTS TO: Manager(s) of Custodial Services

FLSA STATUS: ☐ Exempt ☒ Non-Exempt

STATUS: ☒ Full Time ☐ Part Time

☒ Hourly ☐ Salary

DATE REVISED: June 2014, October 2014, September 2016, November 2018, February 2020, September 2020, October 2020

BASIC FUNCTION: The job of "Preventative Maintenance Technician" is for the purpose of providing maintenance functions for building systems and mechanical equipment of indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to substitute in the absence of other skilled crafts personnel.

ESSENTIAL FUNCTIONS:

- Performs preventative maintenance tasks to building systems and mechanical equipment such as but not limited to: lubrication, changing drive belts, changing HVAC filters, pumps and food service equipment.
- Performs work order tasks as required to completion and files appropriate paperwork with Maintenance Office.
- Gathers data on new or replacement equipment and posts information to district maintenance management software system.
- Assigns and applies appropriate identification tags to new or replacement equipment.
- Creates and/or adjusts preventive maintenance schedules as required and confers with maintenance secretary when adjustments are made to maintenance management software.
- Assists in maintaining accurate records for all district equipment.
- Performs minor repair tasks to equipment as required.
- Conforms to all laws, policies and practices of safety in the workplace.
- Procures materials and supplies for completion of tasks according to approved district guidelines.
- Transports district equipment and supplies as necessary between facilities owned by the district.
- Operates mechanical equipment including, but not limited to, mowers, vehicles, tractors, skid loaders and snow removal equipment.
- Operates hand held power equipment including, but not limited to, saws, drills, grinders, augers, welders and torches along with hand tools required for each task.
- Assist with snow removal/plowing.
- Other duties as assigned.

QUALIFICATIONS:

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED) and one year of job related experience in

general building/grounds maintenance or related trade.

- **Skills** to operate hand and power tools used in preventative and general maintenance, perform basic math to calculate measurements, quantities, etc and to interpret plans, blueprints and/or schematics as required. Must possess ability to operate electronic devices such as computers or hand held equipment for managing preventative maintenance information and be able to navigate various software for same. Should possess high level of organizational skill.
- **Knowledge** of methods and use of materials, tools and equipment used in preventative and general maintenance functions while applying standards for safe use of equipment.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception. Must be able to work from ladders of various heights. Must be able to wear an OSHA approved respirator as determined by the District, to perform duties which may require physical exertion above normal levels, for sustained and or repeated periods of time.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver's License. Certifications in preventative maintenance required. Licensing in plumbing, heating, ventilation and air conditioning, refrigeration or electrical also desirable but not required. Individuals should be willing to acquire necessary credentials within specified time determined by the Supervisor of Buildings and Grounds.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Must be able to communicate in the English language.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to demonstrate good judgment in decision making and to seek proper counsel when in doubt.

PHYSICAL REQUIREMENTS:

1. In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
2. Employee may use hands for repetitive: ☒ Single Grasping ☒ Pushing & Pulling ☒ Fine Manipulation
3. Employee may use feet for repetitive movement as in operating foot controls: ☒ Yes ☐ No
4. Employee may need to:

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
b. Squat	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
c. Climb Stairs	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
d. Lift	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
5. Lifting:

<input type="checkbox"/> Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
<input type="checkbox"/> Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
<input type="checkbox"/> Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent

standing/walking.

{x} Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.

6. Environmental Exposure:

- {x} May be exposed to sun, rain, wind, snow
- {x} May be exposed to extreme heat or cold
- {x} May be exposed to confined spaces
- {x} May be exposed to heights of more than 6 feet
- {x} May be exposed to dust & dirt
- {x} May be exposed to chemically treated fluids

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____

**CEDAR FALLS COMMUNITY SCHOOLS
JOB DESCRIPTION**

JOB TITLE: HVAC/ ELECTRICAL TECHNICIAN

CLASSIFICATION: VII

REPORTS TO: Manager(s) of Custodial Services

FLSA STATUS: ___ Exempt X Non-Exempt

STATUS X Full Time ___ Part Time

X Hourly ___ Salary

DATE REVISED: August 2008, November 2014, September 2016

BASIC FUNCTION: The job of "HVAC/Electrical Technician" is for the purpose of providing maintenance and installation of mechanical systems to indoor and outdoor facilities at a standard that will insure a safe, attractive, efficient and clean environment for the students of the Cedar Falls Community Schools. Incumbent may be required to assist and/or substitute for other skilled crafts as necessary.

ESSENTIAL FUNCTIONS:

- Troubleshoots, Repairs/Installs all types of heating, ventilating and air conditioning systems which includes but are not limited to pneumatic and electronic controls, temperature control devices, steam and hot water boilers, condensate collection equipment, pumps along with drive components such as bearings, belts, motors, variable frequency drives and other related equipment.
- Troubleshoots, Repairs/Installs various mechanical systems in the area of plumbing that include but are not limited to: potable water supplies, sewer and drainage systems, irrigation systems, heating hot water systems and their respective components.
- Troubleshoots, Repairs/Installs all types of electrical systems within buildings and on district grounds including but not limited to: lighting, power driven mechanical systems, high voltage electrical equipment and switch gear up to 600 volts, fused devices along with other electrical components and departmental equipment.
- Troubleshoots, Repairs/Installs Food Service equipment including but not limited to: steam pots, kettles, ovens, mixers, coolers, freezers, heating wells/carts, sinks and dishwashing equipment.
- Uses available technology and test equipment to troubleshoot repairs.
- Performs work order tasks as required to completion, posts work order notes to work order management software and files appropriate paperwork with Maintenance Office.
- Conforms to all laws, policies and practices of safety in the workplace.
- Procures materials and supplies for completion of tasks according to approved district guidelines.
- Transports district equipment and supplies as necessary between facilities owned by the district.
- Operates mechanical equipment as required including but not limited to: vehicles, snow removal equipment, mowers, lifts, tractors and skid loaders.
- Operates hand held power equipment including, but not limited to, saws, drills, grinders, augers, welders and torches along with hand tools required for each task.
- Ability to understand and operate computer controlled energy management systems.
- Other duties as assigned.

QUALIFICATIONS:

In order to perform this job successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- **Experience Required:** High School diploma or general education degree (GED). Credentialing including journeymen licenses in one or more of the listed crafts or equivalent of four years of full time experience working under a journeymen tradesperson in the following crafts: electrical, plumbing, heating, ventilation, air conditioning and refrigeration.
- **Skills** to operate hand and power tools used in preventative and general maintenance functions in the mechanical trades of plumbing, heating, ventilation, air conditioning, refrigeration, steam and electrical trades. Ability to interpret plans, blueprints and/or schematics as required. Should have knowledge of building systems in the area of carpentry, roofing and masonry construction. Must possess ability to operate electronic devices such as computers or hand held equipment for managing maintenance information and be able to navigate various software applications for same. Should possess high level of organizational skill, priority setting/adjusting and ability to work unsupervised.
- **Knowledge** of methods and use of materials, tools and equipment used in general maintenance functions while applying standards for safe use of equipment. Applicant needs thorough understanding of local building codes.
- **Ability** to stand/walk or sit/ride for prolonged periods and frequently climb, stoop, kneel, crouch, crawl, push/pull and reach with arms. The employee must be able to talk/hear effectively, work independently with minimal supervision, perform a variety of tasks, understand and carry out oral and written instructions. The employee must possess the desire to work cooperatively and collaboratively with co-workers, demonstrate initiative, be flexible as well as provide attention to detail. Significant physical abilities include lifting/carrying/pushing/pulling, reaching/handling/fingering, near visual acuity/depth perception. Must be able to work from ladders of various heights. Must be able to wear an OSHA approved respirator as determined by the District, to perform duties which may require physical exertion above normal levels, for sustained and or repeated periods of time.
- **Licenses, Certifications, Bonding, and or Testing Required:** Valid Iowa Driver's License. Certification in handling of refrigerants, supervisor/contractor certification in handling of asbestos, certification in backflow assembly testing, certified pool operator. Credentialing including journeymen licenses in one or more of the listed crafts or equivalent of four years of full time experience working under a journeymen tradesperson in the following crafts: plumbing, heating, ventilation, air conditioning, refrigeration or electrical.
- Pass written and manipulative testing along with completion of 2 week trial period (for current staff). Certifications must be obtained within 24 months of hire.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Must be able to demonstrate good judgment in decision making and a desire to seek proper counsel when in doubt.

PHYSICAL REQUIREMENTS:

- In an eight-hour day employee may:

a. Stand/Walk	<input type="checkbox"/> None	<input type="checkbox"/> 1-4 hrs	<input type="checkbox"/> 4-6 hrs	<input checked="" type="checkbox"/> 6-8 hrs
b. Sit	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
c. Drive	<input type="checkbox"/> None	<input type="checkbox"/> 1-3 hrs	<input type="checkbox"/> 3-5 hrs	<input checked="" type="checkbox"/> 5-8 hrs
- Employee may use hands for repetitive: ☒ Single Grasping ☒ Pushing & Pulling ☒ Fine Manipulation
- Employee may use feet for repetitive movement as in operating foot controls: ☒ Yes ☐ No
- Employee may need to:

a. Bend	<input checked="" type="checkbox"/> Frequently	<input type="checkbox"/> Occasionally	<input type="checkbox"/> Not at all
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- b. Squat ☒ Frequently ☐ Occasionally ☐ Not at all
c. Climb Stairs ☒ Frequently ☐ Occasionally ☐ Not at all
d. Lift ☒ Frequently ☐ Occasionally ☐ Not at all

5. Lifting:
☐ Sedentary Work: Lift or move 10 pounds occasionally with frequent sitting and occasional standing/walking.
☐ Light Work: Lift or move 20 pounds occasionally with occasional sitting and frequent standing/walking.
☐ Medium Work: Lift or move 50 pounds occasionally, 25 pounds frequently with occasional sitting and frequent standing/walking.
☐ Medium Heavy Work: Lift or move 75 pounds occasionally, 35 pounds frequently with occasional sitting and frequent standing/walking.
☒ Heavy Work: Lift or move 100 pounds occasionally, 50 pounds frequently with occasional sitting and frequent standing/walking.
6. Environmental Exposure:
☒ May be exposed to sun, rain, wind, snow
☒ May be exposed to extreme heat or cold
☒ May be exposed to confined spaces
☒ May be exposed to heights of more than 6 feet
☒ May be exposed to dust & dirt
☒ May be exposed to chemically treated fluids
☒ May be exposed to fumes, vapors or smoke
☒ May be exposed to high decibel emitting equipment or high frequency noises
☒ May be exposed to constant work interruptions
☒ May be exposed to communicable illnesses; bodily secretions and excretions

The statements contained herein describe the scope of the responsibility and essential functions of this position, but should not be considered to be an all-inclusive listing of work requirements. Individuals may perform other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.

Signature of Supervisor: _____ **Date:** _____

Signature of Employee: _____ **Date:** _____