Job Description

Custodian/Maintenance – Columbia Higher Education Center

The Custodian/Maintenance position shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and terms of employment will be fixed by the Board of Trustees upon recommendation of the President. This position will report to the site Director, Physical Plant Manager, the Director of Plant Operations, or as designated by the President.

Description:
The Custodian/Maintenance position provides for the overall cleanliness and general maintenance to the area they assigned, which may include classrooms, offices, restrooms, hallways, grounds and commons spaces. This is a full-time, 12 month, hourly position and is covered by the Public Education Employee Retirement System of Missouri (PEERS).

Required Qualifications:
1. High School Diploma or Equivalent;
2. Must have a valid driver’s license;
3. Ability to lift a minimum of 50 pounds.

Preferred Qualifications:
1. Education and/or experience beyond minimum requirements.

Principle Duties and Responsibilities:
1. Perform custodial duties to include maintaining cleanliness of the building and its contents as assigned, to include scrubbing and waxing floors;
2. Unlock all buildings and rooms as requested;
3. Activate and deactivate security alarm systems as required;
4. Set-up classrooms and other areas of the facility for seminars, banquets, workshops, and other functions as required;
5. Remove snow and ice and apply ice melt as needed;
6. Pick up trash from grounds daily and empty trash receptacles as needed;
7. Move furniture and transport boxes of college materials where needed;
8. Change light bulbs and ballasts as needed;
9. Make trips to designated businesses to pick up items for college use;
10. Replace air filters in the heating and cooling units as needed;
11. Repair or replace plumbing fixtures to include stools, urinals, faucets, etc…;
12. Be able to control water shut-offs and electrical breakers for the building;
13. Repair of doors, door hardware, cabinets, dropped ceilings, replace/mend broken windows, sand and stain woodwork, paint/repair walls, doors, and plaster;
14. Maintain college equipment and make repairs as necessary;
15. Perform other duties as assigned by the site Director, Physical Plant Manager, or the Director of Plant Operations.