

Leon County Public Schools Classification Specification

Salary Grade 30

Summary Information:

Classification Title: Custodial Engineer

Date Prepared: 04/2003

FLSA Status: Non-Exempt

Authorized Location: Maintenance Only

Typical Decisions and Recommendations Provided to Others:

Most decisions are referred to higher authority for approval. Incumbent carries out assigned plans and programs.

Activity Identification

Activity Name

223	Environmental Safety	Promotion and supervision of environmental safety.
077	Technical Assistance	Provide consultation and assistance regarding specific matters within identified area of expertise.
410 A	Disaster/Emergency Services	On call to report to any District school or facility to provide any emergency required services.
407	Safety Inspections	Inspect facilities, vehicles and entire property for safety problems.
413	General Cleaning	Clean offices, halls, corridors, classrooms, cafeterias, restrooms, library, conference rooms, and other interior facilities. Operates cleaning equipment to perform job duties.
414	Grounds Maintenance	Clean and maintain grounds, parking areas, etc. Maintain athletic fields. Repair pavement. Maintain fence line, irrigation system, bleachers, trim bushes and trees. Animal control as required.
415	Minor Building Maintenance	Check boilers and other equipment. Fix lights, electrical devices, glass, etc. minor construction. Assist central maintenance with large repairs.
426	Equipment Set up/ Break down	Move or set up furniture or equipment (e.g., computers, bleachers and sports equipment). Arrange rooms/auditoriums. Remove furniture or equipment after event and clean area as required.
429	Equipment Repair and Maintenance	Activities associated with administering and performing repair and maintenance on machines and other equipment.
613	Self Development	Attend workshops, seminars and/or conferences to sharpen job-related skills. Maintain on-going knowledge of new developments in field of expertise, policies, procedures, laws and ordinances, etc.
002	Indirect Supervision	Plan and direct the work of people who do not report directly to you, but who provide support to the goals and objectives of the school district. (This includes staff and dotted-line functional responsibility outside your authority.)

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Activity Name (Cont.)

049	Travel Time	Time spent traveling to meetings, between schools, or for other purposes. Does not include commuting between work and home.
999	Assigned Duties	Perform other duties as assigned.

General Classification Specification Factors:

Education/Experience:	Vocational training (720 hours) in appropriate area with one year related experience; or High School diploma or equivalent with two years related experience; and Appropriate certification/license as required
Supervisory Responsibility:	Yes
Type of Supervision:	Supervision is typically <u>part-time</u> with respect to instructing, assigning, and checking the work of others. Most time is typically spent performing the same work as members of the group. There is <u>little or no</u> responsibility for controlling costs and enhancing methods for performing work activity.
Effective Date:	07/01/2003