



# LAWTON COMMUNITY SCHOOLS

## NOTICE OF VACANCY

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Position:	High School Custodian and Bus Driver
Reports to:	Operations Director & Transportation Director
Classification:	Custodian/Bus Driver
Hours:	Custodial Hours: 6 hour shift between the hours of 4:30 – 10:30 pm Bus Hours: 1 hour each at approximately 6:45 – 7:45 am and 2:45 – 3:45 pm
Wage:	Custodian: \$11.24-\$15.55 per hour. Bus Driver: \$17.51-\$23.44 per hour. Per LESPA Master Agreement 2018-2021
Starting Date:	ASAP
Job Goal:	To keep the physical plant properly maintained in order to provide an attractive and sanitary learning environment and to provide daily student transportation.

### **QUALIFICATIONS:**

1. Ability to obtain commercial driver's license with bus endorsements.
2. Ability to read and write. High school diploma or equivalent.
3. Evidence of skills and care in operation and maintenance of equipment.
4. Evidence of good and appropriate communication and interpersonal skills.
5. Must be dependable and responsible.
6. Must be able to lift up to 50 pounds generally and 80 pounds occasionally.
7. Must be able to pass the employer's physical.
8. Must be able to greet the public in an appropriate manner and assist them as needed.
9. Evidence of custodian skills in the cleaning and maintaining of a physical plant.
10. Such alternatives to the above that the Director of Operations and Transportation Director may find appropriate and acceptable.

### **PERFORMANCE RESPONSIBILITIES:**

1. To sweep and/or vacuum all carpeting and flooring daily.
2. To mop, wash, shampoo and otherwise maintain floors as needed or directed.
3. To progressively clean doors, counters and whiteboards.
4. To replace light bulbs, soap, paper and toweling as needed.
5. To make routine minor repairs of mechanical and electrical equipment.
6. Transport supplies / mail as needed and maintain inventory.
7. Empty waste baskets and trash from all areas of the building.
8. Keep boiler room and other custodial areas organized and clean.
9. Maintain heating/cooling system as directed.
10. Clean all glass interior and exterior.
11. Sanitize restrooms daily.
12. Clean all drinking fountains and extra sinks on a daily basis.
13. Notify the Director of Operations when major repairs are needed.
14. Assist in supervision of student employees when assigned.
15. To make cosmetic repairs such as painting and plastering to the building as needed or directed.
16. To secure the building each night before leaving.
17. To provide custodial assistance for evening activities in the building.
18. To assist building principal / employees when necessary or directed.
19. The employee will work during summer maintenance under the direction of the Director of Operations in providing cleaning and other such maintenance activities that may be necessary.
20. To assist the maintenance staff with snow removal if additional assistance is needed during snow periods.
21. Makes all doors accessible, safe, free of snow and other materials or debris. Sweep walks clear as determined by each principal.
22. Willing to attend educational courses to improve skills paid by the Board of Education.
23. Other such custodial / grounds tasks as assigned.
24. Obtain and/or maintain a commercial driver's license with the bus and air brake endorsements (license fees reimbursed upon successful completion, training provided by district), to drive a bus on student days and athletic/educational trips as necessary.

Anyone that is interested in the above position, please contact Mr. Jim Turner, Operations Director, in writing at [jturner@lawtoncs.org](mailto:jturner@lawtoncs.org).

Posting approved by P. Stermer, 5/16/18

Mike Elliott, LESPA President 5/16/18

Michael Meyer, Website 5/16/18