

Position Title: District Head of Maintenance/Custodial

Position Type: Classified Salary

Date Posted: 12/20/2023

Location: Freeman Public Schools

Due to retirement, Freeman Public Schools has an opening for the position of **District Head of Maintenance/Custodial**. This is a full-time classified staff position. This position will remain open until filled. Please complete and print the “Classified Application for Employment” at <https://freemanpublicschools.org/employment-opportunities/>. Applications are also available in the Elementary Office. Contact Andrew Havelka or Holly Klein at 402-988-2525 with questions.

- Competitive Salary and Benefits
- Paid Health Insurance (All Coverages)
- Paid Holidays
- Paid Vacation
- Nebraska Public Employees Retirement

Apply Here: [Classified Application for Employment](#)

Job Description: The following list is intended to be a general description of the employee’s job duties and responsibilities. However, it is not an exhaustive list, and employees must perform all duties required of them by board policy or as directed by administrators or their supervisors. Duties for this position include, but are not limited to:

- Train, supervise, and evaluate custodial staff.
- Work with the superintendent, principals, and custodial staff to develop daily cleaning schedules and summer project lists.
- Cooperate with custodial staff to make needed repairs and preparations of the building and grounds as directed by the superintendent.
- Cooperate with custodial staff to set up and clean up the building and grounds for events hosted at the school.
- Keep the interior and exterior of all district buildings, facilities, and adjacent areas clean and orderly.
- Contact service companies for preventive maintenance and repairs when needed.
- Winterize outdoor water.
- Maintain all equipment for which the employee is responsible in proper working order.
- Maintain a proper inventory of equipment, supplies, and other necessary items required to perform assigned duties.
- Monitor sprinkler, fire alarm, and building temperature systems as needed.
- Order custodial supplies annually as directed by the superintendent.
- Repair equipment, furniture, and other items in the buildings and facilities to which the employee is assigned.

- Report all security problems, safety problems, and damages encountered.
- Operate vehicles and powered equipment, including mowers, skid steer, tractors, twin-axle vehicles, snow blowers, chain saws, electric clippers, sod cutters, and pruning saws.
- Mow and edge green space using power mowers or edgers.
- Care for established lawns by mulching, aerating, weeding, grubbing, removing thatch, or trimming or edging around flower beds, walks, or walls.
- Remove snow from walks, driveways, or parking lots and spread salt in those areas.
- Use hand tools, such as shovels, rakes, pruning shears, saws, hedge or brush trimmers, or axes.
- Prune or trim trees, shrubs, or hedges using shears, pruners, or chainsaws.
- Use hand or power tools to maintain or repair equipment, or structures, such as buildings, greenhouses, fences, or benches.
- Mix and spray or spread fertilizers, herbicides, or insecticides onto grass, shrubs, or trees using hand or automatic sprayers or spreaders.
- Provide proper upkeep of sidewalks, driveways, parking lots, fountains, planters, or other grounds features.
- Prepare and maintain the gym floor and football field for athletic competitions.
- Interact with elementary and secondary students and staff.
- On-call for emergencies as needed.
- Regular, dependable, in-person attendance.
- Ability to multi-task and prioritize daily tasks and future projects.
- All other duties and tasks assigned by the superintendent of schools.

Physical Requirements: Sedentary Light Medium **Heavy** Very Heavy

	Never 0%	Occasional 1-32%	Frequent 33-66%	Constant 67%+
A. Standing				X
B. Walking			X	
C. Sitting		X		
D. Bending/Stooping			X	
E. Reaching/Pushing			X	
F. Climbing			X	
G. Stooping/Kneeling/Crouching/Crawling			X	
H. Reaching/Handling			X	
I. Speaking/Hearing		X		
J. Seeing/Depth Perception/Color		X		
K. Equipment Maintenance (Materials)			X	
L. Driving		X		
M. Lifting 30 pounds max.			X	
30 pounds or more			X	
N. Carrying 30 pounds max			X	
30 pounds or more			X	
O. Manual Dexterity Tasks				X

Other Requirements:

Proficient in the use of:

- Skid Steer
- Zero-Turn Riding Lawn Mower

Further requirements:

- Ability to read and write in English level sufficient to understand and follow product instructions.
- Basic computer knowledge (email, word processing)

Working Conditions:

- A. Inside Outside **Both**
B. Climatic environment: Inside facilities are climate-controlled.

It is the policy of Freeman Public Schools to not discriminate on the basis of sex, handicap or disability, race, color, religion, marital status, veteran status, or national or ethnic origin in its educational programs, admission policies, employment policies or other administered programs. Persons requiring accommodations to apply and/or be considered for positions with Freeman Public Schools are asked to make their request to the Superintendent.