

**IOWA STATE EDUCATION ASSOCIATION
SUPPORT STAFF JOB DESCRIPTION**

Job Title: Building Custodian & Maintenance

Job Summary: Under the immediate supervision of the Director of Human Resources, performs duties related to the care, maintenance, and cleanliness of the building and grounds. (This position is approximately 20 hours per week)

Job Analysis:

1. Cleans headquarters building, including restrooms, vacuuming, maintaining floors, dusting, and washing inside windows.
2. Monitor the heating and cooling systems, including coordination of contractors.
3. Assumes responsibility for maintaining grounds, including lawn, flowers, shrubbery, and snow removal not subcontracted.
4. Assumes responsibility for maintaining supplies and equipment used in the maintenance of the building and grounds.
5. Assumes responsibility for maintaining the building, including, but not limited to painting, small plumbing and electrical repairs, and other maintenance duties as required.
6. Performs other duties as assigned. Assumes temporary assignment from other supervisory/management staff in the absence of immediate supervisor.

Competencies:

1. Ability to work independently with minimum supervision.
2. Position involves frequent lifting 20 plus pounds, standing, and climbing.

Job Qualifications:

1. High School diploma or equivalent and prefer one-or two-years training in building maintenance.