



Kim H. Soryz
Director of Human Resources

Job Description

Kannapolis City Schools

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KANNAPOLIS, NORTH CAROLINA 28083

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POSITION

Environmental Specialist

QUALIFICATIONS

Language Skills:

Able to read and comprehend instructions, short correspondence, and memos. Able to write brief notes. Able to communicate clearly verbally.

Reasoning Ability:

Able to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Able to deal with problems involving several concrete variables in standardized situations.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hand to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl, and talk or hear. The employee is occasionally required to sit, climb or balance, and taste or smell. Specific vision abilities required by this job include close vision and distance vision. The employee must occasionally lift and/or move up to fifty pounds.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles. The employee occasionally works near moving mechanical parts and in outside weather conditions.

Other Specific Skills and Abilities:

- Be able to establish and follow a basic schedule for cleaning and maintaining building at a high level;
- Be willing and able to learn how to operate boiler, chiller, and security systems;
- North Carolina driver's license and own transportation;
- Able to work flexible hours, including night hours; and
- Able to get along well with others and to be dependable, honest, and trustworthy.

We are an Equal Opportunity Employer

RESPONSIBILITIES

- Cleans (sweeps, mops, scrubs, waxes, polishes, vacuums, and washes) walls, ceiling, floors, woodwork, windows, door panels, sills, lobbies, lounges, offices, restrooms, hallways, stairways, rugs, carpets, upholstered furniture, and draperies.
- Dusts furniture and equipment; polishes metalwork; cleans and polishes lighting fixtures and building trim;
- Empties refuse receptacles and transports trash to disposal area;
- Replenishes bathroom supplies;
- Replaces light bulbs;
- Cleans snow, ice, and debris from sidewalks and entrances;
- Notifies supervisor concerning need for major repairs or additions needed at school, including lighting, heating, and ventilating equipment;
- Delivers messages, transports small equipment or tools between departments;
- Secures buildings and grounds daily;
- Is available for emergency situations as they arise (e.g., cleans up after sick child, vandalism, etc.);
- Sets up tables, chairs, and other requested items in auditoriums, hallways, and classrooms;
- Operates the boiler, chiller, and security systems of the school;
- Turns on and/or off security alarm systems; and
- Performs other related duties as assigned by the principal and/or Custodial Supervisor.