

**PORT HURON AREA SCHOOL DISTRICT  
DEPARTMENT FOR HUMAN RESOURCES**



**NOTICE OF NON-CERTIFIED VACANCY**

*Custodial Bargaining Unit*

**Please Post  
CUST-152**

**November 20, 2018**

<b>Building:</b>	<b>Keewahdin Elementary 50% / Edison Elementary 50%</b>
<b>Position:</b>	<b>Custodian III</b>
<b>Qualifications:</b>	<b>See Posting</b>
<b>Hours/Times/Calendar:</b>	<b>3:00 – 11:00</b>
<b>Effective:</b>	<b>Immediately</b>
<b>Allocation:</b>	<b>1.261.11.0000.1640 50%/1.261.05.0000.1640 50%</b>

**APPLICATION PROCEDURE:**

**Internal Applicants**  
(Current District Employees)

*Persons interested in being considered for any position must indicate their interest via email to the Human Resources Department on or before **4:00 p.m., November 29, 2018.***

**PLEASE INCLUDED #, POSITION, AND LOCATION ON ALL CORRESPONDENCE**

Send to: [humanresource@phasd.us](mailto:humanresource@phasd.us)

**Patricia Wachtel, Human Resource Manager** 

External Applicants

Please Apply On-Line on or before **November 29, 2018**

[https://hr.phasd.us/Job\\_List.aspx](https://hr.phasd.us/Job_List.aspx)

Any bids received after the date and time stated above will not be accepted.

\*If you choose to withdraw your bid, you must do so in writing and submit it as stated above.

*The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation and transgender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.*

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER**

# PORT HURON AREA SCHOOL DISTRICT ADMINISTRATIVE SERVICE

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ORGANIZATIONAL MANUAL

POSITION GUIDE

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TITLE

**Custodian III**

SECTION I -3

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## QUALIFICATIONS

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1. Familiarity with all custodial responsibilities.
  2. Familiar with electrical systems.
  3. Familiar with basic boiler operations.
  4. Capable of supervision and self-direction.
  5. Able to conduct good public relations.
  6. Dependable and of good moral character.
  7. Must pass a qualifying physical examination.
  8. High School graduate or equivalent (GED).
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## JOB RESPONSIBILITIES

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1. Responsible to the Director for Facilities or designee.
  2. Perform the work plans formulated by the above administrator or assigned supervisor.
  3. Make recommendations felt necessary to improve quality and operation of building care to supervisor.
  4. Inform supervisor of needed supplies and equipment.
  5. In the absence of a Custodian II, perform the same basic job responsibilities as a Custodian II.
  6. Perform other duties as assigned by the Director for Facilities or designee.
  7. Conduct himself/herself in a professional manner commensurate with his/her position and project a good public image of the School District in dealing with the community and employee groups.
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SELECTION COMMITTEE

SUPERVISING ADMINISTRATOR AND OPERATIONS  
MANAGER

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EVALUATED BY

SUPERVISING ADMINISTRATOR

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SALARY DATA

AS PER NEGOTIATED AGREEMENT

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ALLOCATION(S)

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FORM DATA

PHASD FORM NO. AIS-OM-4

Ad. Off. Serv.

July 2009