

Job Description

Job Title: Custodial Equipment Repair and Delivery Technician

Position Code:

Job Classification: Non-Exempt

Supervisor: Supervisor of Custodial Services

Pay Grade: 19

Contract Length: 245 Days

Job Summary

Position is responsible for performing routine work, lifting, moving, stacking, loading, delivering and unloading custodial materials and supplies; operates material handling equipment; drives a delivery vehicle with a secondary duty of repairing custodial equipment and providing assistance as needed in the custodial department.

Essential Duties

1. Practices safety methods in the operation of equipment and performance of duties.
2. Maintains appropriate security for the vehicle and its contents.
3. Operates material handling equipment (i.e. hand truck, dollies).
4. Operates NNPS vehicles to pick up / deliver items to the proper location; and observes all traffic laws.
5. Delivers, loads, unloads, and moves materials, and supplies for custodial services.
6. Performs custodial equipment service, maintenance, and repairs as assigned.
7. Follow oral instructions to ascertain daily schedule and /or any changes in duties; maintains contact with Custodial Services.
8. Performs other duties as assigned.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills, and/or Abilities Required)

Must possess education, training, or experience that provides the noted knowledge, skills, and abilities. Some experience in related deliveries work preferred. Must be able to read, understand and follow directions. Must possess a valid Virginia Driver's License with a good driving record in compliance with NNPS policy. Must possess the ability to establish and maintain effective working relationship with staff and co-workers.

Working Conditions and Physical Requirements

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 essential functions. Must have the ability to stand for extended periods of time; exhibit manual dexterity to use equipment; see and read printed material with or without vision aids; speak in audible tones so that others may understand clearly; physical agility to lift and carry up to 75 pounds; ability to bend, stoop, walk and to reach overhead.

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. Duties are normally performed in a school environment. The noise level in the work environment is usually moderate to low.

Supervision Exercised: None

Supervision Received: Supervisor of Custodial Services

This job description in no way states or implies that these are the only duties to be performed by this employee. The Custodial Equipment Repair and Delivery Technician will be required to follow any other instructions and to perform any other related duties as assigned by the Supervisor of Custodial Services or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor _____ Date _____

I acknowledge that I have received and read this job description.

Employee Name (Print) _____ Signature _____ Date _____

08/2022 CR
Updated 03/2026 LS