

WISEBURN SCHOOL DISTRICT

CUSTODIAN/GROUNDSKEEPER

DEFINITION

Under general supervision, to keep an assigned school building or office space clean and orderly; to perform routine and semi-skilled grounds maintenance and gardening work; and to do other work as required.

EXAMPLES OF DUTIES

- Sweeps, scrubs, mops, waxes and oils floors, using a waxing machine when required. E
- Vacuums, shampoos and spot cleans carpets using vacuum cleaner and shampooer. E
- Dusts and polishes furniture and woodwork. E
- Empties and cleans waste receptacles. E
- Takes care of equipment and materials. E
- Cleans restrooms; refills paper towel and soap dispensers. E
- Washes windows and walls; polishes metalwork. E
- Assists in moving and arranging furniture and equipment and setting up auditorium or classrooms for special events or meetings. E
- Makes minor nontechnical repairs, replacing lights, adjusting shades or blinds, or adjusting desks and other furniture. E
- Cleans venetian blinds. E
- Scrapes, refinishes and rewaxes floors. E
- Sands and refinishes desks and furniture. E
- Maintains lunch areas in a clean and orderly manner. E
- Passes out milk to student matrons during student lunch break. E
- Cleans and picks up paper on grounds and courts of building. E
- Assists in receiving, checking and storing school and custodial supplies. E
- Performs daily security checks. E
- Locks and unlocks gates, buildings and offices. E
- Raises and lowers flag. E
- May perform minor lock, door and locker repairs.
- Mows and trims lawns, using hand, light and moderately heavy power-driven mowers. E
- Cultivates, prunes, fertilizes, irrigates and plants lawns, shrubs, trees and flower beds. E
- Rakes and weeds grounds. E
- Occasionally places forms, mixes, pours, and finishes concrete walks and curbing.
- Assists with the repair, replacement or installation of sprinkler systems, chain-linked fences, pipe railings and related construction work. E
- Performs routine maintenance on assigned equipment and tools. E
- Performs related duties as required.

Note - Task statements coded with the letter 'E' are essential elements of positions in this class pursuant to the Americans with Disabilities Act. 1990.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Modern cleaning methods and the preferred methods of cleaning and preserving floors, walls, carpets and fixtures.
- Cleaning materials, disinfectants, and equipment used in custodial work.
- The operation, use and normal maintenance of hand and power-driven equipment used in custodial and grounds work.
- Methods, supplies, and tools used in planting, cultivating and caring for lawns, shrubs and trees.
- A second language.

Ability to:

- Quickly learn the schedules, procedures and use of tools used in custodial and grounds maintenance work.
- Use common power-driven cleaning and grounds maintenance equipment.
- Read and write at the level required for successful job performance and carry out oral and written directions.
- Establish and maintain cooperative working relationships with fellow employees, students and faculty and the public.
- Perform general gardening and grounds maintenance work.
- Perform heavy manual labor.
- Speak and understand Spanish.

Experience - One year of experience in janitorial and grounds maintenance work.

Education - Completion of formal or informal education sufficient to assure the ability to read and write at the level required for successful job performance.

WORKING CONDITIONS

Environment

Indoor and outdoor working environment, subject to regular exposure to fumes, dust and odors.

Physical Abilities

Vision (which may be corrected)

to see small objects which may cause damage to equipment and to prevent injury to students and staff.

Hearing (which may be corrected)

to operate equipment in presence of students and to determine any irregularities in equipment sounds.

Dexterity of hands and fingers

to operate and use cleaning and grounds equipment make minor repairs, adjust clocks and sprinklers.

WORKING CONDITIONS - (Cont'd.)

Physical Abilities - (Cont'd.)

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| Standing for extended periods of time | to vacuum, dust, operate mowers, trimmers and edgers. |
| Strength | to lift, push pull and carry objects which may weigh as much as 100 lbs. on a regular basis. |
| Smell | to distinguish strong odors which may warn of equipment malfunction or danger. |