

## TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

**POSITION TITLE:** Custodian I  
**DEPARTMENT/DIVISION:** Maintenance and Operations

**POSITION SUMMARY:**

Under general supervision of Site and Departmental Administrator and/or the Director of Maintenance to perform maintenance and custodial work in the cleaning and maintenance of school buildings, equipment and facilities.

**ESSENTIAL FUNCTIONS:**

1. Performs cleaning tasks in restrooms, classrooms, offices and outside areas, such as sweeping, scrubbing, waxing, dusting, disinfecting, vacuuming and shampooing; empties waste containers, moves and rearranges furniture.
2. Performs minor plumbing, water supply lines, sprinkler supply lines and electrical repairs.
3. Performs minor repair of furniture, cabinets, carpet and other equipment.
4. Removes graffiti from various surfaces such as wood, metal, glass, plaster, stucco, wallboard, brick and cement.
5. Operates, cleans and maintains scrubbers, vacuum cleaners, carpet extractors, and other custodial related equipment and tools.
6. Irrigates landscaped areas.
7. Performs minor grounds maintenance work.
8. Picks up litter from buildings and surrounding grounds and parking lots.
9. Lifts and stores supplies.
10. Completes work order paperwork on a daily basis.
11. Keeps daily attendance records.
12. Reports safety, sanitation and fire hazards and removes objects hazardous to persons and property.
13. May supervise student workers.
14. Performs other related duties as required.

**EDUCATION AND EXPERIENCE:**

The ability to carry out oral and written directions, read and write at a level sufficient to fulfill the duties to be performed for the position described; have entry level experience in the custodial field; possess a valid California driver's license and be insurable. High School diploma preferred. Must pass required District testing.

**SKILLS AND QUALIFICATIONS:**

1. Knowledge of operation, methods and practices followed in the use, maintenance and repair of tools, machinery and equipment.
2. Knowledge of plumbing and hardware techniques.
3. Knowledge of safe work practices.
4. Ability to estimate the scope of each work assignment and secure the necessary tools and materials to complete assignments.
5. Ability to diagnose equipment operating problems and execute required repairs.
6. Ability to use precision measuring equipment.
7. Ability to keep accurate records of work performed.
8. Ability to maintain cooperative working relationships with those contacted in the course of work.
9. Must pass required physical examination.

**PHYSICAL REQUIREMENTS:**

Employees in this position must have the ability to:

1. Stand, walk, bend, squat, stoop and/or climb for extended periods of time.
2. Reach above shoulder level for extended periods of time.
3. Push/pull up to 50 lbs. for extended periods of time.
4. Push/pull up to 100 lbs. for short periods of time
5. Lift and carry up to 75 lbs. at waist height for short distances.
6. Repetitive hand/arm movements (grasp/pinch, etc.) for extended periods of time.
7. Speak so that others may understand at normal levels and on the telephone.
8. Hear and understand at normal levels and on the telephone with or without hearing aids.

**WORK ENVIRONMENT:**

Employees in this position will be required to work indoors and outdoors in various weather during the course of the required schedule. Exposure to noise, dust and fume levels will vary depending on equipment and projects. Must wear closed toe shoes and meet uniform requirements. As required, must wear protective devices such as earplugs, dust mask, coveralls, gloves, safety boots and safety glasses.

**SALARY:** Classified Range 31

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|-------------------|----------|------------|---------|
| Adopted: HS Board | 7/8/80   | Elem Board | 7/15/80 |
| Revised: TUSD     | 02/08/00 |            |         |
| TUSD              |          | 11/26/01   |         |
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