

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Maintenance Custodian

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. Repairs of furniture, cabinets and other equipment.
3. Removal of graffiti, preparation and painting of various surfaces such as wood, metal, glass, plaster, stucco, wall board, brick, cement.
4. Operates, cleans and maintains scrubbers, vacuum cleaners, carpet extractors, and other custodial related equipment and tools.
5. Makes repairs to door and door hardware, make keys, install and maintain a variety of locks, dead bolts, door hardware and locks, rekey, rebuild locks.
6. Makes general and emergency repairs to plumbing system; such as broken pipes, plugged drains, flushing sewer lines, replacing faucets, washer gaskets and radiator valves; water supply and sprinkler supply lines.
7. Makes electrical repairs such as replacing fuses, light bulbs, fixtures, socket drop cords and switches, taping exposed wiring and replacing ballast.
8. Inspects ventilating system for proper air flow.
9. Services fans, compressors, pumps and other equipment by oiling, greasing, packing and cleaning.
10. Fabricates, assembles and repairs District equipment
11. Maintains all fencing and gates to comply with security level.
12. Completes work orders and paperwork on a daily basis.
13. Reports safety, sanitation and fire hazards and removes objects hazardous to persons and property.
14. Keep daily attendance records.
15. May supervise custodians in accomplishing their duties.
16. Trims trees and hedges.
17. Performs other related duties as required.

EDUCATION AND EXPERIENCE:

The ability to carry out oral and written directions, read write at a level sufficient to fulfill the duties to be performed for the position described; two years of increasingly responsible maintenance experience in one or more of the building crafts; possess a valid California drivers license and be insurable. Must have a High School Diploma or equivalent.

SKILLS AND QUALIFICATIONS:

1. Knowledge of operation, maintenance and repair of tools, methods, materials, and general metal working equipment used in metal work and electronic and acetylene welding work; various metals, their characteristics and methods of cutting and shaping them.
2. Knowledge of plumbing and hardware techniques.
3. Knowledge of local and state construction codes.
4. Knowledge of tools, materials, methods and terminology used in painting, glazing, heating and electrical.
5. Knowledge of methods and practices followed in the maintenance of tools, machinery and equipment.
6. Knowledge of safe work practices.
7. Ability to estimate the scope of each work assignment and secure necessary tools and materials to complete assignments.
8. Ability to work from plans and specifications.
9. Ability to use precision measuring equipment.
10. Ability to keep records of work performed.
11. Ability to maintain cooperative working relationships with those contacted in the course of work.
12. 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, push/pull up to 100 lbs.
3. Lift and carry up to 100 lbs. at shoulder level.
4. Repetitive hand/arm movement (grasp/pinch, etc.) for extended periods of time.

WORK ENVIRONMENT:

Employees in this position will be required to work outdoors in all various weather and inside doing repairs, construction and paperwork. Exposure to noise, dust, and fume levels will vary according to 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: Range 36