

**PLEASANTON UNIFIED SCHOOL DISTRICT
Job Description**

Title:	Head Custodian III	Reports to:	Program Administrator/Supervisor
Job Category:	Maintenance/Operations/ Facilities/Transportation	Classification Unit:	Classified
Board Approval:	5/21/2020	Current Salary Grade:	28
Job Description Revised:		FLSA Status:	Non-Exempt

JOB SUMMARY:

Under the general supervision of an assigned Program Administrator/Supervisor, perform daytime shift custodial services required to maintain assigned high school and adjacent grounds areas in a clean, orderly and secure condition; coordinate and direct the work of assigned subordinate custodial staff; provide equipment and furniture arrangements for meetings, classroom activities and events; provide preventative and minor repair and replacements.

ESSENTIAL FUNCTIONS:

- Perform daytime or night shift custodial services required to maintain assigned high school buildings, and adjacent grounds areas in a clean, orderly and secure condition; strip and wax floors, furniture, fountains, woodwork, windows, including classrooms, offices, restrooms and school grounds and gutters to maintain a sanitary, safe and attractive environment; sweep walks and pick up papers on grounds; pick up and empty trash cans; water lawns and shrubs as assigned by the position.
- Review Master Calendar, Facilitron and daily facility use forms; ensure all required activities are identified, scheduled and staffed at appropriate levels; coordinate facility maintenance activities and assigned custodial personnel; open doors and gates of school plant.
- Provide adequate preparations for meetings, assemblies, luncheons, classroom activities and special events; prepare facilities including setting up chairs and ensure cleanliness before and after events; deliver various items such as supplies, furniture, audio visual equipment and boxes; arrange furnishings and equipment as required; remove furniture, equipment and materials as necessary.
- Perform preventive maintenance and repairs or replacements on equipment, furniture, toilet leaks, faucets and light fixtures; inspect facilities to ensure high school site and adjoining grounds are suitable for safe operations, maintained in an attractive and clean condition, and necessary repairs due to vandalism, equipment breakage, and weather conditions are appropriately identified and addressed.
- Respond to immediate safety and operational concerns such as facility damage, alarms, graffiti, unauthorized individual and animal trespass; inspect various items of heating, electrical and water equipment and facilities to check condition; raise and lower flags.
- Prepare various reports including, requisitions, safety inspections, work orders, inventory records and time sheets.
- Monitor facility maintenance activities and provide work direction to assigned custodial personnel; ensure functions are performed efficiently and effectively; provide input to administrators/supervisors for performance evaluations.
- Operate and maintain a variety of custodial equipment including a floor stripper, carpet extractor, pressure washer, walk-behind floor scrubber, rider floor scrubber, buffer, vacuum cleaner and small power and hand tools; replace belts and bags on vacuum cleaners as necessary.

- Replenish and maintain supplies and equipment including cleaning solutions, swimming pool chemicals, paper products, vacuum, mops, and related custodial materials.
- Participate, plan, and direct in the large-scale cleaning of the school during recess periods and summer.
- Respond to calls from administrative and teaching personnel to adjust desks, clean spills and messes, adjust temperatures, replace light bulbs and move furniture and equipment.
- Conduct various types of drills including, fire, intruder and earthquake as required.
- Lock and secure facilities and grounds to minimize property damage, equipment loss and potential liability to organization.
- Train new hires regarding expectations of their job functions.
- Attend meetings and training including blood borne pathogens, cleaning solvents, pool maintenance, and first aid.

OTHER JOB-RELATED DUTIES:

- Perform related duties within the scope of the job classification as assigned.
- Assist other operations personnel to support them in the completion of their work assignments.

REQUIRED QUALIFICATIONS:

Knowledge of:

- Methods of cleaning and preserving floors, walls and fixtures.
- Proper methods of storing equipment, materials and supplies.
- Principles of providing work direction.
- Proper lifting techniques.
- Operation and maintenance of custodial equipment and power tools and hand tools.
- Basic English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

- Maintain classrooms, offices and other high school facilities and adjoining grounds in a clean, safe and secure condition.
- Observe and report safety hazards and need for maintenance and repair.
- Plan, schedule and oversee custodial activities at an assigned facility.
- Read a variety of manuals, write documents following prescribed formats, and present information to others.
- Understand complex, multi-step written and oral instructions.
- Schedule activities, meetings, and events; collate data.
- Organize and prioritize work to meet deadlines, timelines and schedules.
- Identify issues and create action plans.
- Perform basic math, including calculations using fractions, percent, and ratios.

EDUCATION AND EXPERIENCE: Any combination of education and experience that provides the required knowledge, skills and abilities.

Education: High school diploma or equivalent.

Experience: Four (4) years of experience in school custodial work including two (2) years in a lead capacity.

Required licenses, certificates, continuing education, training and other requirements:

- Valid driver's license.
- National Swimming Pool Foundation Certified Pool/Spa Operator® Certification

DESIRABLE QUALIFICATIONS:

- N/A

WORKING CONDITIONS:

Environment: Indoor and outdoor environment. The job is performed under minimal temperature variations, some hazardous conditions, and in varying atmospheric conditions. Driving a District vehicle to conduct work.

Physical Demands: 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.

- Reaching overhead, above the shoulders and horizontally.
- Significant lifting, carrying, pushing, and/or pulling.
- Frequent stooping, kneeling, crouching, and/or crawling.
- Significant fine finger dexterity.
- Generally, the job requires 5% sitting, 25% walking, and 70% standing.

Hazards:

- Exposure to cleaning agents and chemicals.
- Working on ladders.
- Subject to fumes, dust and odors
- Potential contact with blood and other bodily fluids.
- Potential contact with blood-borne pathogens and communicable diseases.

OTHER:

Required Testing:

- Pre-employment Test.

Clearances:

- Criminal Justice Fingerprint/Background Clearance.
- State Mandated Training
- TB Clearance

Pleasanton Unified School District is an Equal Opportunity Employer. The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.). Reasonable accommodations are made under A.D.A. as required by law.