

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: High School Custodial Supervisor/Maintenance Mechanic

DEPARTMENT/DIVISION: Maintenance and Operations

POSITION SUMMARY:

Under general supervision of the High School Principal and the Director of Maintenance and Operations to coordinate and supervise activities of the High School custodial staff; performs maintenance work at the high school or similar school installation.

ESSENTIAL FUNCTIONS:

1. Works closely with the site principal or Director of Maintenance and Operations to make custodial work assignments including cleaning areas, room and facility-use set-ups.
2. Works closely with the site principal or Director of M&O to develop daily priorities of the custodial staff. And then implements them out to the custodial staff.
3. Supervises custodial staff of all daily cleaning and set up duties.
4. Provides custodial staff evaluation input to the site principal or designee.
5. Performs and supervises 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.
6. Keeps daily attendance records.
7. Resets time clocks.
8. Lights pilot lights on hot water heaters, stoves and heaters.
9. Performs swimming pool maintenance.
10. Replaces ballasts, trouble shoots and repairs electrical problems with appliances, outlets, lube air handling motors.
11. Makes keys, installs and maintains a variety of locks, dead bolts, door hardware and locks, rekey, rebuild lock.
12. Performs plumbing maintenance and repair, including: unplug and repair toilets and main lines, repairs sinks, installs and replaces P traps, faucets, broken pipes and flushing sewer lines.
13. Makes electrical repairs such as replacing fuses, fixtures, socket drop cords and switches taping exposed wires.
14. Oils greases, packs and cleans service fans, compressors, pumps and other equipment.
15. Performs lay out and design work, sheet metal and other metals, welds and fabricates.
16. Inspects ventilating systems to insure proper heat and air flow and checks room temperatures, inspects and replaced filters.-
17. Repairs furniture, cabinets and other equipment.
18. Prepares and paints various surfaces such as wood, metal, glass, plaster, stucco, wallboard, brick and cement.
19. May be assigned to assist with equipment repair at assigned High School feeder sites.
20. May be assigned to train new or substitute custodial staff on proper cleaning methods and procedures at High School feeder sites.
21. May take after hours emergency phone calls from assigned site employees, department and/or site administration after unsuccessful contact attempt with MOT, at the Overtime Rate of 15 minutes per

telephone call or actual time to resolve issue, whichever is longer. Will submit to his/her supervisor a log of all after-hours calls received to include person from whom call was received, nature, and duration of call.

22. Assists with facility use approval process, including review and comments regarding facility use requests using District software and assignment of staffing for internal and external facility use requests.
23. 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; and have two years experience in the custodial and maintenance field, preferably in a school; possess a valid California driver's license and be insurable. Must have a High School Diploma or equivalent. Must be certified in the use of all chemicals regarding pools. and the mechanics of the pools.

SKILLS AND QUALIFICATIONS:

1. Knowledge of operation, methods and practices followed in the use, maintenance and repair of tools, machinery and 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 modern cleaning methods and the use and care of cleaning materials, equipment, tools and basic practices of building maintenance work.
5. Ability to diagnose equipment-operating problems and execute required repairs.
6. Ability to develop, understands, assign and follow a work schedule.
7. Knowledge of general principles of employee training and supervision.
8. Ability to supervise other custodians.
9. Knowledge of safe work practices.
10. Ability to maintain cooperative working relationships with those contacted in the course of work.
11. Must pass required physical examination.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
2. Bend, squat, stoop and/or climb for extended periods of time.
3. Reach above shoulder level for extended periods of time.
4. Push/pull up to 100 lbs. for extended periods of time.
5. Sit for up to one hour.
6. Lift and carry up to 100 lbs. at shoulder height for short distances.
7. Repetitive hand/arm movements (grasp/pinch, etc.) for extended periods of time.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in various during the course of the required schedule. 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 52

Board Approved: TUSD 10/24/2006
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