

CUSTODIAN II

DEFINITION

Under general supervision, lead and participate in custodial and routine maintenance functions and activities; perform general custodial functions in maintaining equipment, special purpose facilities, buildings, offices, and adjacent ground areas in clean, neat, orderly, safe, and secure manner; and do other related work as required

ESSENTIAL FUNCTIONS

Assist in the planning, organizing, and leading of custodial and routine maintenance function activities in accordance with a predetermined work schedule; inspect and review the work of a custodial work crew and provide assistance and direction as necessary; perform skilled custodial functions in the setup, assembly and disassembly, arrangement and operation of special purpose equipment, such as stage lighting panels, curtain operation, set arrangements, furniture, and other similar functions; may lead and participate in the preparation of athletic fields and sport facilities pertaining to sports activities; prepare supply, material and equipment requests in maintaining an adequate supply, material and equipment operational inventory; perform routine maintenance and preventative maintenance functions, including equipment adjustments, lubrication and simple part replacement; report unsafe conditions and potential hazards; assist in the planning and presentation of orientation and inservice training programs; assist in the maintenance of custodial operational records and custodial personnel time reports; perform general custodial functions, including sweeping, mopping, dusting, polishing, vacuuming, washing walls and doors, cleaning light fixtures, cleaning windows and window coverings, and other general cleaning tasks; clean chalkboards, chalk trays and erasers; stock paper and supplies; activate and deactivate alarms; secure school and equipment; perform security checks; provide technical input into the performance appraisal of custodial personnel.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Methods, materials, and equipment used in cleaning and maintaining a wide variety of surfaces, equipment and furniture;
Planning, organization and work scheduling procedures and techniques;
Safe practices and working methods pertaining to cleaning and maintenance functional activities.

Ability to:

Effectively maintain work schedules and motivate custodial personnel to accomplish assigned tasks;
Perform light to moderately heavy manual functions;
Effectively lead and provide input regarding the work performance of custodial personnel;
Assist in the training and orientation of new custodial personnel;
Understand and carry out oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, students, and community.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade.

Experience:

Two years of experience in custodial and maintenance work, preferably in a school setting.

REQUIRED LICENSES AND/OR CERTIFICATES

If required to operate a vehicle in the performance of duties, operator must possess an appropriate California driver's license, have an acceptable driving record; qualify for insurability by the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Heavy physical work involving pushing and pulling of objects weighing up to 100 pounds, with frequent lifting of objects weighing up to 50 pounds. Physical dexterity in limbs and digits necessary to operate hand and power driven equipment and tools commonly used in the custodial trade, and perform strenuous manual labor; ability to bend, stoop, grasp and reach.

Working Conditions:

May be required to work alone during evening hour assignments. Ability to mix and work with detergents and other cleaning chemicals without allergic reactions.

Pre-placement Physical: Class II