

CUSTODIAN III

DEFINITION

Under general supervision, lead and participate in the performance of skilled custodial and routine maintenance functions and activities; perform general custodial functions in maintaining a large secondary school in a clean, safe, and secure condition; and do other related work as required.

ESSENTIAL FUNCTIONS

Assist in the planning, organization, work scheduling and leading of a custodial crew in cleaning and maintaining large buildings and adjacent ground areas; perform skilled operational functions in the preparation of athletic fields and in the arrangement and set up of competitive sport facilities; may perform stage lighting and curtain movement operations and set arrangements during stage productions; review and inspect the work of a custodial crew to ensure adherence to standards of cleanliness, sanitation and safety; provide technical input into the performance evaluation of custodial personnel; maintain operational records and custodial personnel time reports; prepare clear and concise operational summaries as required; request supplies, materials and equipment to ensure that an appropriate operational inventory is maintained; assist in the planning, organization and presentation of custodial personnel orientation and inservice training programs; assist custodial personnel in resolving unusual problems and situations; may perform routine facility and equipment maintenance functions, including minor repair, part replacement and adjustment tasks; inspect heating, ventilation and water treatment systems to ensure adherence to operational procedures and guidelines.

KNOWLEDGE AND ABILITIES

Knowledge of:

Methods, procedures, materials, and equipment utilized in cleaning and maintaining a variety of surfaces, equipment and special purpose activity centers in a large secondary school;
Cleaning and maintenance quality control;
Personnel motivation techniques and strategies;
Safe working methods and procedures;
Policies, regulations, and operational guidelines pertaining to the cleaning and maintenance of large school buildings, offices and facilities.

Ability to:

Effectively maintain work schedules and motivate custodial personnel toward the accomplishment of assigned tasks;
Perform light to moderately heavy manual activities;
Effectively lead custodial personnel and provide technical input into their work performance evaluations;
Effectively and efficiently assist in the training and orientation of 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 skilled custodial work, including some experience in a lead or supervisory capacity.

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