

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: CUSTODIAN/TRANSPORTATION YARD ASSISTANT

Range 43

BASIC FUNCTION:

Under the direction of the Director of Transportation or designee, perform routine custodial activities in the Transportation Department; clean and maintain buses and vehicles; perform other duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform routine custodial activities in the Transportation Department; dust, sweep, mop and vacuum floors in offices and other work areas; empty waste receptacles in the office, yard, and restrooms; clean and disinfect restrooms; restock paper supplies and soap as necessary; clean drinking fountains.

Assist bus drivers in maintaining the inside of District school buses; sweep and mop the inside of buses; clean inside and outside windows; assist shop with bus seat repairs; remove gum and debris; clean or report graffiti as needed.

Maintain a variety of District vehicles; wash vehicles and clean windows; vacuum and shampoo carpeting and upholstery as needed.

Assist shop personnel with picking up parts; drop and pick up vehicles or buses.

Report the need for maintenance and repairs to appropriate personnel.

Lock and unlock doors, gates, and windows as appropriate; set security system as appropriate.

Move and arrange furniture and equipment for special events or meetings as assigned; set up and assemble chairs, tables and other furniture; clean up following these events.

OTHER DUTIES:

Participate in the thorough cleaning of the Transportation Department during vacation periods.

Assist with general grounds or maintenance as required by the position.

Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern cleaning methods including basic methods of cleaning floors, furniture, walls and fixtures.

Proper methods of storing equipment, materials, and supplies.

Requirements of maintaining buildings in a safe, clean and orderly condition.

Appropriate safety precautions and procedures.

Proper lifting techniques.

ABILITY TO:

Understand and follow oral and written directions.

Drive District cars, truck, and commercial vehicles.

Meet schedules and timelines.
Observe health and safety regulations.
Use cleaning materials and equipment in a safe and efficient manner.
Move and arrange furniture and equipment.
Observe and report safety hazards and need for maintenance and repair.
Communicate effectively with co-workers.
Establish and maintain good working relationships.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent.
Experience: Sufficient training and experience to demonstrate the knowledge and abilities listed above.

Any other combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Possession of a Class A or B California Driver's license.
Air Brake qualified or the ability to obtain it within the probationary period (6 months).
Valid Medical Examiner's Certificate

WORKING CONDITIONS:

ENVIRONMENT:

Vehicle and equipment repair shop environment.
Indoor and outdoor work environment.
Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Lifting and carrying heavy objects (up to 75 pounds).
Dexterity of hands and fingers to operate necessary equipment.
Walking and stepping up and down or standing for extended periods of time.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders and working from heights to stock supplies.
Hearing and speaking to exchange information.
Reaching, pulling and pushing to open bus doors.

HAZARDS:

Exposure to cleaning agents and chemicals.
Working on ladders
Subject to noise and fumes from equipment operation.
Exposure to fumes and vapors.
Working around and with machinery having moving parts.
Potential contact with blood and other body fluids.
Potential for contact with blood-borne pathogens and communicable diseases.