



Excellence for all.

Job Title: Custodian/Grounds Maintenance Worker

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function: Under the direction of the Supervisor of Facilities, Maintenance and Operations, and/or assigned designee perform a variety of routine grounds maintenance and custodial duties.

Distinguishing Characteristics:

Custodians are responsible for routine custodial activities at a school site or District facility ensuring facilities are clean, orderly, and secure. A Custodian/Grounds Maintenance Worker maintains the school site and District Office grounds and provides custodial duties incidental to groundskeeping activities.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.

GROUNDS:

- Perform a variety of routine grounds maintenance duties in the beautification of District grounds, lawns, flower beds, trees, shrubs, and other plants.
- Plant and cultivate trees, flowers, and shrubs; mow lawns, fields, and other grounds; prepare and fertilize soil.
- Prune and trim trees, hedges, and shrubs; weed, rake and water grounds.
- Apply fertilizers and pest control methods to eradicate weeds, gophers, and other pests according to established procedures.
- Operate lawn mowers, blowers, sprayers, front loaders, hedge trimmer, hand, and power tools; make routine adjustments and minor repairs to equipment; maintain grounds equipment in a safe operating condition.
- Rake leaves and remove trash; sweep walkways.
- Check, service, repair and assist in the installation of sprinkler and irrigation systems; set up and operate sprinkler clocks to water lawns and fields.
- Perform general custodial duties incidental to groundskeeping activities.
- Assist in general maintenance duties as required.

CUSTODIAL:

- Perform routine custodial activities at an assigned District school site during a day or evening shift; sweep, scrub, mop, wax, and polish floors; vacuum rugs and carpets in classrooms, offices, workshops, and other work areas; spot clean and shampoo carpets.
- Clean classrooms, cafeterias, lounges, offices, and other facilities as assigned; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed.
- Clean and disinfect drinking fountains and restroom facilities including sinks, toilets, and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile and windows; unclog drains and toilets.
- Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established

guidelines; set alarms as appropriate.

- Report safety, sanitary and fire hazards to appropriate authority; report need for maintenance repairs to appropriate authority; respond to emergency custodial requests as needed.
- Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned.
- Move and arrange furniture and equipment; prepare classrooms and multi-purpose rooms for special events or meetings; set-up and assemble chairs, tables and other furniture and equipment for special events and activities; clean up furniture, equipment and debris following these events.
- Participate in the thorough cleaning and restoration of campus facilities during periods when school is not in session.

Other Duties:

- Perform other duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience and courtesy.
- Operation of hand and power tools and equipment used in groundskeeping.
- Basic grounds maintenance procedures including mowing, edging, raking and weeding.
- Methods, equipment and materials used in gardening and groundskeeping work.
- Health and safety regulations.
- Proper methods, techniques, materials, tools and equipment used in modern custodial work.
- Modern cleaning methods including basic methods of cleaning floors, blackboards, carpets, furniture, walls and fixtures.
- Proper methods of storing equipment, materials and supplies.
- Requirements of maintaining District 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.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Perform general grounds maintenance duties including mowing, edging, and weeding.
- Perform routine grounds maintenance duties.
- Operate, service and make minor repairs on a variety of tools and machines utilized in the basic trade.
- Safely operate power equipment.
- Mow, edge, water, weed, fertilize, rake and cultivate lawns, flower beds and other landscaped areas.
- Observe health and safety regulations.
- Perform routine custodial activities at an assigned school site or other District facility.
- Maintain District buildings and adjacent grounds in a clean, orderly and secure condition.
- Use cleaning materials and equipment in a safe and efficient manner.
- Operate a variety of custodial equipment.
- Maintain tools and equipment in clean working order.
- Move and arrange furniture and equipment for meetings and special events.
- Observe and report safety hazards and need for maintenance and repair.
- Perform minor non-technical repairs.

- Meet schedules and time lines.

Education/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: High school diploma or its equivalent and one year general custodial or grounds maintenance experience. Successful completion of the Merit examination process is required.

Licenses and Other Requirements: Valid and appropriate California Class C driver's license.

Working Conditions:

Environment: Indoor and outdoor work environment. Regular exposure to fumes, dust and odors.

Physical Demands: Driving a vehicle to conduct work. Seasonal heat and cold or adverse weather conditions. Pollen. Noise from equipment operation. Seeing to perform grounds and custodial work. Dexterity of hands and fingers to operate grounds and custodial equipment and tools. Walking or standing for extended periods of time. Seeing to perform custodial and grounds duties. Carrying, lifting, pushing or pulling moderately heavy objects. Bending at the waist, kneeling or crouching. Reaching overhead, above the shoulders and horizontally. Climbing ladders and working from heights to replace light bulbs.

Hazards: Fertilizer and pest control chemicals. Working around and with machinery having moving parts. Exposure to cleaning agents and chemicals. Working on ladders.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 120

Approved by the Personnel Commission: 10/2006

Revised: Standard Education/Exp language 9/27/17

Personnel Commission Classification/Compensation Study Approved: July 12, 2023