

Job Title:

Bellevue Union School District

PositionTitle:	Day Custodian		Department:	Maintenance & Operations
FSLA Classification:	Non-Exempt	Bargaining Unit: CSEA	Classification:	Classified

Salary Grade:	Classified Salary Schedule Range _____	Work Calendar	
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Reports to:	Director of Maintenance, Operations & Construction and/or designee.	Board Approval Date:	
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DEFINITION

Under general supervision, to coordinate daily school cleaning, grounds maintenance, repair, set-up, and security activities with the site principal and District personnel; to keep building, grounds; and office space clean and orderly; to perform custodial, storekeeping, grounds maintenance and non-technical building maintenance tasks in the service of a school; to plan and schedule work in periodic major cleaning of the school; to lead a small crew of Operations Workers; and to perform related work as required.

Organizational Relationships

Directly Responsible to:	Director of Maintenance, Operations & Construction and/or designee.
Supervision Over:	Does not supervise.

CLASS CHARACTERISTICS

Positions in this class serve as a day shift facilities operations team leader. Incumbents have a significant role in serving the varied and immediate needs of staff and students by responding to emergencies and a wide range of unanticipated occurrences and requests. In addition to performing any of the full range of tasks assigned to an Operations Worker, the Plant Operations Leader performs more routine facilities and grounds maintenance and repair work, and is involved in planning, communication, and coordination functions which are not assigned to the lower class. The Plant Operations Leader modifies cleaning assignments in response to staff absences, facility use, and special projects.

EXAMPLES OF DUTIES*

The tasks listed in this section are representative of duties assigned to positions in this class. This list is not intended to be an exhaustive list of all of the tasks assigned to a position in the class, and it is not expected that all of the tasks listed are necessarily assigned to all positions in the class.

- Perform the full range of duties of the Operations Worker class. E
- Communicate with principal and school staff regarding the condition of the school plant and special needs; coordinate cleaning schedules of operations staff to accommodate special needs, activities, and absences; plan and set up for school/civic functions; communicate with evening shift operations personnel

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regarding set up for activities and civic use of the building during evening shift; move office and classroom furniture; convey instructions of principal to staff. E

- Modify assigned cleaning schedules of Operations Workers based upon special assignments of the principal and staff absences; assign substitute workers to their duties; train substitutes and new employees in the performance of assigned duties; write instructions to Operations Workers; advise Operations Workers of result of spot inspections of their work; implement District safety program as it relates to school operations functions. E
- Fill out requisitions, work orders, and simple reports; inspect and report on work performed by operations personnel; report needed repairs and follow up on completion of work orders by District maintenance personnel. Interact with maintenance staff, contractors, parents, and others who use facilities. E
- Perform minor repairs; replace light bulbs, AV bulbs, towel racks, xerox supplies; clean up vandalism; perform surface preparation and painting; paint surfaces to cover graffiti and vandalism damage; unplug toilets and sinks; assist other District personnel in making facilities and equipment repairs. E
- Assemble and repair sports equipment; set-up sports equipment for use by students; pump-up balls; store equipment away after use.
- Use chemical spray to control pests and weeds in interior and exterior areas; catch and confine stray animals for animal control. E
- Open site, unlock gates and lower chains for bus passage; secure site; check, lock, and unlock doors; set and disarm alarm systems; put up and take down flags; operate fire alarm system for disaster preparedness drills; perform assigned duties during emergencies. E
- Clean rain gutters and retrieve balls from roof. E
- Operate, turn off, and turn on heating and air conditioning equipment; set and reset clocks; check light pilot lights; E
- Deliver instructional materials, supplies, furniture, and equipment to classrooms and offices; maintain storage areas in clean and orderly condition. E
- Clean up after ill students and staff. E
- Clean eating areas and tables after food services. E
- Participate in District mandate training and retraining programs. E
- Perform related tasks as assigned. E

*Task statements coded with the letter "E" are essential elements of positions in this class pursuant to the American with Disabilities Act, 1990.

QUALIFICATIONS

Knowledge of:

- Basic principals of leadership and training;
- Methods, materials and equipment in custodial and grounds work;
- Good work habits;
- Safe work practices;
- Basic hand and power tools used in the routine maintenance of campus facilities, equipment, and landscape areas

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- Appropriate safety precautions and procedures
- Basic record keeping techniques.

Ability to:

- Plan, lay out, inspect, guide, train, and correct the work of others;
- Plan and coordinate work to maintain cleaning and maintenance standard at the assigned site;
- Perform varied non-technical facilities and grounds maintenance with good workmanship;
- Use hand and power equipment properly, maintaining equipment in good working order;
- Work independently;
- Use cleaning materials, disinfectants, and natural solvents effectively and safely;
- Maintain stock inventory records;
- Ensure safety in the work environment;
- Prepare work and supply requisitions;
- Read, write, and converse in English;
- Serve faculty and staff in a cooperative manner;
- Understand and carry out oral and written instructions;
- Establish and maintain effective relationships with those contacted in the course of work.

DESIRABLE (Desirable skills shall not be considered in lieu of qualifications.)

Bilingual

TRAINING AND EXPERIENCE

Any combination of training, education and experience which demonstrates possession of the knowledges and abilities stated above, and the ability to perform the duties of the position. A typical qualifying entrance background is working level experience performing responsible custodial and groundskeeping work.

PHYSICAL ABILITIES AND WORKING CONDITIONS OF EMPLOYMENT

The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed in this section are representative of, but are not intended to provide an exhaustive list of Physical Abilities and Other Conditions of Employment and Associated Tasks which may be required of positions in this class. Bellevue School District encourages persons with disabilities who are interested in employment in this class and need reasonable accommodation of those disabilities to contact the Superintendent for further information.

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PHYSICAL DEMANDS

Vision: (which may be corrected)

See small objects at a distance of 4'

Read small print

Hearing:

Understand speech over a telephone

Upper Body Mobility:

Use hands and fingers to feel, grasp, and manipulate small objects, manipulate fingers, twist and bend hands at wrist and elbow, extend arms to reach outward and upward

Use hands and arms to lift objects, and twist and bend at torso

Turn, raise, and lower head

Lower Body Mobility:

Walk on even surfaces

Climb stairs/ladders

Bend at waist

ASSOCIATED TASKS

To perform tasks such as to:

used tools at arms length to tighten screws and replace light bulbs and tubes

read safety instructions and cleaning labels

To perform tasks such as to:

follow instructions from supervisor and administrators; hear bells

To perform tasks such as to:

paint, clean, write, and perform other custodial duties; unplug toilets and sinks; replace lights; operate lawn mower,

receive and deliver supplies; put up flags; perform minor repairs

clean, paint, and make routine plumbing and lighting repairs

To perform tasks such as to:

operate vacuum and sweep and mop classrooms; clean restrooms

remove objects from roof

clean restrooms, move equipment, and wax floors

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Stand for prolonged periods of 4 hours

vacuum and sweep classrooms, and hose
Lunch area

Step over objects

load and unload supplies and move
equipment and furniture

Strength:

To perform tasks such as to:

To lift, push, pull and/or carry objects which
weigh as much as 60 pounds on a daily basis

load and unload supplies; empty trash;
raise MP Room tables

To lift, push, pull, and/or carry objects which weigh
as much as 80 pounds on an occasional basis

move furniture

Smell:

To perform tasks such as to:

Distinguish faint odors which may warn of
equipment malfunction or danger

detect possible gas leaks

Environmental requirements:

To perform tasks such as to:

Work around fumes/odors

paint and use cleaning products

Work around dirt/dust

sweep, vacuum, and clean

Work independently

perform duties with unlimited supervision

Work cooperatively with others

coordinate set-up of school events

Work outside

clean walls and lunch area

Work inside

perform custodial duties in restroom, offices
and classrooms

Mental Requirements:

To perform tasks such as to:

Read and write at a simple level essential for
successful job performance

read and write notes to Operations Worker

Job Title:

Coordinating

schedule duties for custodian

Learn quickly and follow verbal procedures
and standards

follow schedule and perform duties

Process information quickly and make
quick decisions

respond to power outage, broken lines,
and fires

Listen

understand and follow directions

Judgement

perform duties in the presence of children

Give written instruction

leave notes for operations workers