San Benito Consolidated Independent School District

Human Resource Office
240 N. Crockett St. • San Benito, TX 78586 • Phone: (956) 361-6150 • Fax: (956) 361-6291

Job Title:	AG Custodian	**Exemption Status:**	Non-Exempt
Reports to:	Director of Maintenance	**Pay Grade:**	03
Works with:	Students/Personnel	**Days:**	260
Dept. /School:	Maintenance/Sonny Brazil Agriculture	**Date Revised:**	07/22/2019

Primary Purpose:

The Custodian/Grounds worker, under the general direction of the Director of Maintenance maintains a high standard of safety, cleanliness and attractive grounds and landscaping for the district, using proper safety procedures.

Prerequisites:

High School Diploma or GED preferred

Special knowledge/skills:

- Ability to read and understand written instructions
- Ability to communicate (verbally)
- Ability to operate riding or power mower, power tools, and hand tools and gasoline backpack blower and weed eater
- Ability to operate cleaning equipment and lift heavy equipment
- Ability to properly handle cleaning supplies
- Ability to carry out directives from supervisor
- Ability to read and interpret documents such as safety rules, operating maintenance instructions, and procedure manuals

Major Responsibilities and Duties:

1. Complies with District directives, Maintenance Policies, and Procedures and follows all safety procedures.
2. Picks up debris and then mow grounds throughout the Agriculture Farm.
3. Sweeps grass cuttings, trimmings and trash and places in school dumpster.
4. Trims and prunes all trees and shrubs as needed, and disposes of cuttings.
5. Performs other grounds related activities moving pens, also dirt work as needed, or other work required and assigned.
6. Keeps all equipment clean and operates equipment according to manufacturer's recommendations.
7. Maintains clean vehicles; checks oil and water, and has vehicles filled with fuel on a daily basis.
8. Demonstrates safe work habits in all phases of grounds maintenance.
9. Helps keep farm tractor and lawn mower and equipment, and tools in safe operating condition.
10. Inspects and adjusts tools and equipment for safety and efficiency and performs preventive maintenance as needed.
11. Keeps the building clean, sanitary and comfortable during duty hours.
12. Sets up tables and equipment for meetings or assemblies as required.
13. Improves the appearance of buildings by keeping them clean and orderly.
14. Keeps department building and grounds, including sidewalk, driveways, and parking lots, neat and clean.
15. Follows procedures for locking, checking and safe guarding facilities.
16. Helps prevent property loss that may be caused by abuse, freezing, neglect or careless usage.

17. Practices economy by turning off all utilities when not needed, and practices "preventive maintenance" by keeping all doorstops, lock, etc. in serviceable condition.
18. Keeps floors clean, waxed, and buffed as scheduled.
19. Keeps restroom fixtures, hardware, tile, mirrors, etc. clean and replenishes supplies as needed.
20. Cleans door facings and washes windows as scheduled.
21. Attends custodial training and/or in-service sessions.
22. Reports any damage or maintenance needs to proper authority.
23. Keeps light bulbs and tubes replaced.
24. Follows daily duty schedule as assigned by head custodian.
25. Operates tools and equipment according to established safety procedures.
26. Follows established safety procedures to perform job duties.
27. Moves furniture or equipment as required.
28. The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills required.

Mental Demands/Physical Demands/Environmental Factors:

MENTAL DEMANDS: Ability to concentrate reason, understand verbal instructions, differentiate, and maintain control under stress.
PHYSICAL DEMANDS: Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, pull, push, reach, repetitive hand motions, hear, speak, maintain visual acuity, and tractor within the complex. Work outside and around moving objects or vehicles. Exposure to extreme temperatures, chemicals (herbicides and fertilizer), and loud noises.

Tools/Equipment Used: Buffer, stripper, wet and dry vacuum cleaner, electric drill, hand tools, shampooer

Posture: Ability to stand, walk, climb stairs, balance, stoop, kneel, crouch, crawl, pull, push, and reach

Motion: Repetitive hand motions, hear, speak, and maintain visual activity

Lifting: Occasional lifting and carrying (45 pounds or more)

Environment: May work prolonged or irregular hours; inside/outside extreme temperatures, work on slippery or uneven surfaces, biological exposure (insects, molds, fungi, bacteria, animals, plants, chemical exposure (fumes, vapors, gases, dusts, smoke, etc.) sunlight exposure, works with hands in water, works around machines with moving parts, may work alone, and may experience fatigue factors.

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Signature: _____ Date _____

Administrator Signature: Nate Carman, Ed.D. Date 7-22-19