



Job Description

Marin County Office of Education

Custodian/Groundskeeper

Diversity, Equity, Inclusion, and Belonging (DEIB) Vision Statement:

At Marin County Office of Education, we commit to being inclusive, anti-racist, and culturally proficient.

Purpose Statement

The job of Custodian/Groundskeeper is done for the purpose/s of providing custodial services at assigned site; ensuring an attractive, sanitary, and safe environment for students, staff, and visitors; performing a variety of special cleaning operations; and assisting in preparing facilities for classroom activities and campus events.

This Job reports to Assigned Supervisor

Essential Functions

- Cleans assigned facilities and/or grounds at multiple sites (e.g. classrooms, offices, restrooms, multipurpose rooms, etc.) for the purpose of maintaining a sanitary, safe, and attractive environment.
- Cleans landscaped areas and related items (e.g. storm drains, fields, litter, etc.) for the purpose of preventing flooding and removing hazards.
- Conducts routine maintenance and minor repairs to equipment, fixtures, and furniture for the purpose of maintaining a safe and effective operating condition.
- Ensures meeting room and special event setup/break down for a variety of events (e.g. graduations, open houses, board meetings, hosted events for internal and external user groups, etc.) for the purpose of providing support for campus activities, special events, and guest needs.
- Maintains playground equipment for the purpose of ensuring the availability of equipment in safe operating condition in compliance with established guidelines.
- Maintains job related groundskeeping equipment for the purpose of ensuring the availability of equipment in a safe operating condition.
- Maintains solid waste, recycling, composting, and sorting stations for the purpose of adhering to local regulations and supporting and maximizing green waste efforts.
- Performs deep cleaning during summer maintenance and/or during holiday/school recess closures, as needed (e.g. strip/wax floors, move furniture, paint, etc.) for the purpose of maintaining a sanitary, safe, and attractive environment.
- Prepares athletic fields, as assigned, (e.g. chalks fields, paints striping, etc.) for the purpose of providing adequate and safe areas for athletic events.
- Replenishes classroom and restroom supplies (e.g. paper towels, soap, etc.) for the purpose of ensuring adequate quantities for daily use.
- Responds to inquiries from staff, students, parents, and/or visitors for the purpose of providing information and direction regarding activities, safety issues and/or proper maintenance of facilities and equipment, and/or directing to appropriate personnel.

- Responds to immediate safety and/or operational concerns (e.g. facility damage, vandalism, alarms, etc.) for the purpose of taking appropriate action or notifying appropriate personnel for resolution.
- Secures facilities and grounds (e.g. doors, gates, alarms, lights, etc.) for the purpose of minimizing property damage, equipment loss and/or potential liability.
- Supports other site maintenance staff (e.g. grounds, trades, etc.) for the purpose of completing site maintenance activities.
- Transports a variety of items for the purpose of delivering materials to the appropriate parties.

Other Functions

- Participates in unit meetings, in-service trainings, and workshops for the purpose of gathering information required to perform job functions.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment used in industrial maintenance/groundskeeping including electrical cleaning equipment, groundskeeping power tools, common tools, etc.; performing minor repairs and troubleshooting; practicing safe lifting/moving procedures; and, adhering to safety practices.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of janitorial and sanitation cleaning; safe practices for use and storage of cleaning materials and disinfectants; methods and safe practices of recycling, composting, and groundskeeping; identification and segregation of designated materials (i.e. batteries, light bulbs, paint) for proper HAZMAT disposal; methods and practices of building security; safe work practices and procedures, including the use, storage, and care of cleaning materials and disinfectants, and proper lifting/moving of heavy objects; and, practices of least toxic exposure in the management of pests and weeds.

ABILITY is required to schedule activities; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; dealing with frequent interruptions; displaying mechanical aptitude; and, organizing tasks.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling, (e.g. up to 60 pounds, etc.) some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 5% sitting, 80% walking, 15% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience is desired.

Education: No specific education level is required.
Education (Preferred): High school diploma or equivalent

Required Testing

Pre-Employment Proficiency Test

Continuing Educ. / Training

Mandated Reporter Training

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Clearances

DMV Pull Notice Enrollment
Measles Vaccination
Pre-Employment Fingerprinting
Tuberculosis (TB) Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Revised Date