

Job Title: District Utility Custodian

Bellevue Union School District

PositionTitle:	District Utility Custodian		Department:	Maintenance and Operations
FSLA Classification:	Non-Exempt	Bargaining Unit: CSEA	Classification: 12 months	Classified

Salary Grade:	Classified Salary Schedule Range 17	Work Calendar	12
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Reports to:	Director of Maintenance and Operations and/or designee.	Board Approval Date:	6-16-2026
		CSEA Ratification:	6-15-26

General Description

The **District Utility Custodian** is a versatile, mobile role designed to ensure operational continuity across the Bellevue Union School District. This position provides essential custodial coverage for the **Early Learning Center (ELC)**, manages and performs district-wide groundskeeping, and serves as a "rover" to fill custodial absences or address urgent maintenance needs at any of the district's five main sites.

DUTIES AND RESPONSIBILITIES: The tasks listed in this section are representative of duties assigned to this position. This list is not intended to be exhaustive of all of the tasks assigned to this position, and it is not assumed that all of the tasks may be assigned to any one person in this position. Essential Job Functions include, but are not limited to the following:

GROUNDKEEPING:

- Perform heavy mowing and large-scale grounds maintenance across all district sites.
- Completes a variety of functions such as raking/blowing leaves, mowing lawns/fields, weed whacking, edging, trimming bushes/trees, removal and planting of trees/bushes.
- Plant, cultivate, fertilize, re-seed, mow grass and fields, irrigate flowers, shrubs, trees, and lawns.
- Checks and maintains sprinkler systems. Waters lawns, sets and adjusts sprinkler timers as needed.
- Operate vehicle, equipment, tractor/gator, riding mowers, hedgers, trimmers, sprayers, pressure washers, and other hand tools used in landscape installation and maintenance.
- Operates shovels and related digging equipment to access pipes, sprinklers, and other underground systems.
- Cleans out drains and obstructions in water and sewer systems.
- Perform routine equipment maintenance (checking oil, cleaning decks, sharpening blades).
- Repairs and replaces pipes, valves, fittings, and other fixtures as assigned.

CUSTODIAL:

- Perform a dedicated sanitization of high-touch surfaces, toys, and furniture according to early-childhood health standards, of the Early Learning Center each evening.
- Clean and disinfect restrooms, kitchens, and common play areas.
- Empty trash and recyclables; restock all paper and soap dispensers.
- Sweeps and picks up trash and debris from black top and other assigned areas.
- Moves and rearranges desks, chairs, tables, furniture, and other equipment as needed.
- Replaces light bulbs; reports damaged buildings, broken equipment, and any safety/fire hazards to ensure safety of students and staff.
- Paint interior and exterior surfaces as needed.

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GENERAL:

- Address open work orders including minor plumbing (clogged sinks/toilets), electrical (replacing bulbs/ballasts), and carpentry (repairing desks/gates).
- Mobile Response: Act as the primary substitute for custodial absences at Kawana Springs, Taylor Mountain, Meadow View, and Bellevue Elementary.
- Adapt quickly to different site layouts and specific principal requests.
- Ensure that when covering for an absent custodian, all "high-priority" areas (restrooms and trash) are completed to standard.
- Maintains and properly stores all equipment and materials.
- Respond to emergency needs for cleanups including bio-hazards.
- Locks and unlocks doors, windows, and gates at assigned facilities. Sets alarms.
- Maintain sufficient and orderly supplies in Custodial areas and on cleaning carts
- During school vacation periods, participates in the thorough cleaning of schools and assigned buildings.
- May be assigned to a variety of other maintenance tasks as the need arises.

EDUCATION AND EXPERIENCE:

- Any combination of training, education, and experience which demonstrates possession of the knowledge and abilities stated above, and the ability to perform the duties of the position is required. A typical qualifying entrance background is one year of experience performing varied custodian and groundskeeping work of average difficulty in a working environment.
- Written and oral Spanish proficiency

QUALIFICATIONS:

Knowledge

- **Customer and Personal Service:** Knowledge of principles and processes for providing (internal or external) customer services including customer needs assessment, meeting quality standards for service, and evaluation of customer satisfaction.
- **Public Safety and Security:** Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- **Basic Skills**
- **Active Learning:** Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Active Listening:** Giving appropriate attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Attention to Detail:** Maintaining appropriate attention to detail based on the complexity of work performed.
- **Communication and Comprehension:** Conveying written and/or non-written information effectively; comprehending and understanding documentation and verbal or visual communications.
- **Equipment Selection:** Determining the kind of tools and equipment needed to do a job.
- **Monitoring:** Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **Quality Control Analysis:** Conducting tests and inspections of products, services, or processes to evaluate quality or performance.
- **Repairing:** Repairing machines or systems using the needed tools.
- **Service Orientation:** Actively looking for ways to help people.
- **Time Management:** Managing one's own time and the time of others.

Abilities

- **Category Flexibility:** The ability to generate or use different sets of rules for combining or grouping things in different ways.
- **Deductive Reasoning:** The ability to apply general rules to specific problems to produce answers that make sense.

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- **Information Ordering:** The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- **Time Sharing:** The ability to shift back and forth between two or more activities or sources of information.

Licenses and Certificates:

- Valid California Class C driver’s license
- Proof of Automobile Insurance
- TB Clearance (upon offer of employment)
- DOJ Fingerprint Clearance (upon offer of employment)
- Mandatory Training verification (upon employment)

Physical Abilities: The Bellevue Union School District encourages persons with disabilities who are interested in this employment and need reasonable accommodations of those disabilities to contact the Superintendent for further information.

Working Conditions

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Work under pressure to meet the necessary deadlines

Physical Abilities

- The Physical Abilities and Other Conditions of Employment and the Associated Tasks listed are representative of, but are not intended, to provide an exhaustive list of Physical Abilities and Other Conditions of Employments and Associated Tasks which may be required of this position.
 - While performing the duties of this position, the employee is regularly required to talk or hear. The employee is frequently required to sit, stand; walk; use hands to finger, handle, or feel and reach with hands and arms.
 - The employee is occasionally required to stand, walk, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

Physical Demands

Never (N)	Not Required
Rare (R)	Less than 10% of the shift
Occasional (O)	Up to 33% of the shift
Frequent (F)	Up to 66% of the shift
Constant (C)	Over 66% of the shift

Lifting

Weight Range	Frequency					Examples of Items Lifted	Height Lifted	Item Weighed	
	N	R	O	F	C			Y	N
0 – 10 lbs				X		Cleaning supplies, phone, spray bottles, loose supplies, trash/debris	1-6’	Y	
11 – 25 lbs			X			Trash bags, desks, tables, furniture, power tools	1-5’	Y	
26 – 50 lbs		X				Desks, tables, furniture	1-5’	Y	
51 – 75 lbs	X								

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76 – 100 lbs	X								
Over 100 lbs	X								
Heaviest Item Lifted	X					Furniture	1-5'	Y	

Carrying

Weight Range	Frequency					Examples of Items Carried	Distance Carried	Item Weighed	
	N	R	O	F	C			Y	N
0 – 10 lbs				X		Cleaning supplies, phone, spray bottles, loose supplies, trash/debris	1-100'	Y	
11 – 25 lbs			X			Trash bags, desks, tables, furniture, power tools	1-50'	Y	
26 – 50 lbs		X				Desks, tables, furniture	1-10'	Y	
51 – 75 lbs	X								
76 – 100 lbs	X								
Over 100 lbs	X								
Heaviest Item Carried	X					Furniture	1-10'	Y	

Category	Frequency					Surface(s)	Activity
	N	R	O	F	C		
Sitting			X			Office chair, vehicle seat, mower	Operating vehicle, planning daily assignments
Walking				X		Carpet, linoleum/tile, concrete, grass, asphalt	Transporting supplies/materials, performing general cleaning, performing floor care
Standing			X			Carpet, linoleum/tile, concrete, grass, asphalt	Accessing supplies, performing general cleaning

Category	Frequency					Activity
	N	R	O	F	C	
Bending (Neck)			X			Observing work, cleaning floors, performing general cleaning
Bending (Waist)			X			Reaching low drawers/shelves, accessing

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						items near floor/ground
Twisting (Neck)			X			Observing surroundings
Twisting (Waist)			X			Performing general cleaning, accessing supplies
Squatting			X			As alternative to bending
Climbing			X			Stepstool, ladder
Kneeling		X				Obtaining dropped items, working near floor/ground
Crawling		X				Working near floor/ground
Pushing/Pulling (Dominant hand)			x-x			Drawers/doors, cart, hand cart, mower
Pushing Pulling (Non-Dominant hand)			x-x			Drawers/doors, cart, hand cart, mower
Reaching – Above Shoulder Level			X			Accessing items on upper shelves, changing light bulbs, performing general cleaning
Reaching – Below Shoulder Level				X		Performing general cleaning, accessing supplies
Balancing			X			Ladder, step stool
Coordination (Eye, Hand, Foot)			X			Operating equipment

Category	Frequency					Activity
	N	R	O	F	C	
Repetitive Use of Hands				X		Performing general cleaning, accessing supplies
Simple Grasping (Dominant Hand)				X		Performing floor care, general cleaning/maintenance
Simple Grasping (Non-Dominant Hand)				X		Performing floor care, general cleaning/maintenance
Power Grasping (Dominant Hand)			X			Transporting/positioning heavier objects and furniture
Power Grasping (Non-Dominant Hand)			X			Transporting/positioning heavier objects and furniture
Fine Manipulation (Dominant Hand)			X			Dialing phone, operating spray bottle, using small tools, equipment control
Fine Manipulation (Non-Dominant Hand)			X			Dialing phone, operating spray bottle, using small tools, equipment control

Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts, lawnmowers, and other equipment	x		Occasionally drives to other sites
Working around equipment and machinery	x		Floor care equipment
Walking on uneven ground	x		Ramps, outdoor locations

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Exposure to excessive noise	x		Machinery/equipment noise, blowers
Exposure to extremes in temperature, humidity, wetness	x		Outdoor conditions
Exposure to dust, gas, fumes, or chemicals	x		Cleaning chemicals
Working at heights	x		Ladders
Operation of foot controls or repetitive foot movement	x		Vehicle
Use of special visual or auditory protective equipment	x		Safety glasses, ear plugs, gloves
Working with bio-hazards	x		Contact with body fluids, waste products

Sensory Demands

Factor	Y	N	If yes, describe
Seeing close (inspecting)	x		Performing general cleaning, inspections
Seeing far (observing)	x		Monitoring work area
Seeing to sides (peripheral vision)	x		Monitoring work area
Seeing colors	x		Viewing warning labels
Speaking	x		Communicating with co-workers/students
Hearing Speech	x		Communicating with co-workers/students
Hearing mechanical sounds	x		Equipment malfunctions, alarms
Sensing odors	x		Inspections
Sensing touch	x		Heat and cold

Machinery/Equipment/Work Aids

Machinery	Personal vehicle, riding lawnmower, lawn mover, weed whacker, tree trimmer,
Equipment	Vacuum, auto scrubber, carpet cleaner, blower
Tools	Screwdriver, hammer, blower, drill gun
Other Work Aids	None

MENTAL/COGNITIVE DEMANDS	Required Yes/No Y N
Relate to other people	x
Perform daily activities (ex. ability to attend meetings, socialize with others, attend to personal needs, etc.)	x
Maintain personal habits	x
Multitask relative to job duties	x
Understand, carry out, and remember instructions	x

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Respond appropriately to supervision	x
Perform work requiring regular contact with others	x
Perform work where contact with others will be minimal	x
Perform tasks requiring minimal intellectual effort	x
Perform intellectually complex tasks requiring higher levels of reasoning, math and language skills	x
Perform repetitive tasks	x
Perform varied tasks	x
Make independent judgment	x
Supervise or manage others	x
Provide clinical direction	x
Perform under stress (emergency, critical, dangerous situations); speed/sustained attention are make-or-break aspects of the job	x
Ability to work relative to the job description	x

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer has a responsibility to consider reasonable accommodations for individuals with disabilities.