

Twin Hills Union School District

Position Announcement

MAINTENANCE & CUSTODIAN

Up to 5 days per week, up to 8 hours per day

Short Term Assignment with the potential to become Permanent

The Maintenance/Custodian is under the supervision of the District Maintenance Director, Site Administrator and Superintendent, and is evaluated by the Site Administrator/District Maintenance Director. The Maintenance/Custodian performs duties that help to maintain district facilities, grounds and parking areas including custodial tasks at assigned sites. This position requires a valid California Driver's License, a physical, TB Clearance and fingerprint clearance.

REQUIRED QUALIFICATIONS

- **Education and Experience:**
 - High School diploma or equivalent
- **Knowledge of:**
 - English in written and verbal form
 - Principles of sanitation and safety procedures
 - School cleaning methods, hygiene, materials, and equipment operation
 - Proper use of chemicals and other cleaning agents (MSDS)
- **Ability to:**
 - Bilingual – English/Spanish desirable
 - Exercise good judgment, use discretion, maintain confidentiality
 - Demonstrate good mental, emotional and physical health
 - Establish and maintain effective relationship with district & school staff, and students
 - Perform minor building maintenance and repair work, operating power and manual equipment safely
 - Receive training and certificate regarding Asbestos (AHERA)
 - Follow instructions and keep records as required
 - Be self motivated, prompt and efficient in performing duties
 - Be flexible in order to respond and perform non-routine work in a pleasant and positive manner
- **ADA Requirement:**
 - Meet the physical requirements necessary to safely and effectively perform assigned duties, including lifting thirty (30) pounds on a regular basis and in excess of seventy-five (75) pounds with assistance.
 - See physical job requirements on page 2, *Essential Job Functions*

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Mow and edge lawns on a routine basis; seed, fertilize and aerate lawns as needed
- Trim, weed, rake and prune landscape areas
- Prepare and fertilize soil for planting of trees, shrubs, hedges and flowers as needed
- Maintain sprinkler systems, water landscaped areas by hand where necessary
- Repair, line and mark fields as assigned
- Keep ground level drains open, clean gutters
- Rodent trapping and bug eradication when necessary
- Traffic control and crossing guard duty at dismissal
- Open/Secure main gates, disarm/arm alarms, open/secure classrooms, gym, multi-purpose room, kitchen, restrooms, computer room, all campus buildings
- Assist other custodial and maintenance personnel as needed
- Maintain up-to-date inventory of custodial supplies, place orders when necessary or requested
- Maintain custodian's rooms, supply rooms, storage areas/sheds to assure they are clean and orderly
- Label all flammable liquids and toxic chemicals, maintain Material Data Safety sheets on all chemicals and products.
- Inspect all playground equipment and outdoor areas monthly and file a written report with the District Office if unsafe issues found, take corrective action when needed
- Maintain all heating and air conditioning units. Develop regular service schedules. Post maintenance record in the HVAC closet
- Clean and maintain assigned areas on the campus to be safe and sanitary
- Additional disinfecting may be required due to public health issues
- Report conditions, violations of regulations or unusual circumstances that might be hazardous to the public, students, or employee safety
- Check for vandalism and graffiti, clean/paint/repair as needed
- Conduct a daily safety check of assigned school site
- Responsible for classrooms having sufficient supplies and that sinks and light fixtures are operating properly
- Pick up litter including eating areas, emptying trash daily
- Move furniture, equipment, and supplies
- Perform minor carpentry, plumbing, and mechanical services as required
- Assist in getting cost estimates and bids when necessary and appropriate
- Clean windows, windowsills, window coverings, doors, floors, carpets, ceilings, and unobstructed counter tops as time allows
- Lock all doors and windows, set alarm system when necessary
- Prepare MUR for lunch, classes and special events. Prepare specified rooms for meetings and special events

- Maintenance repair and building projects including working closely with outside contractors to complete the job in a professional and workmanlike manner as assigned by District Maintenance Director
- Complete approved work orders
- Summer cleaning (included in non-student days duties listed below) and maintenance projects
- Follow accepted principles, practices, rules, and regulations of the district
- Other related duties as assigned

EXAMPLES OF DUTIES AND RESPONSIBILITIES ON NON-STUDENT DAYS:

Typical duties on non-student days including maintenance-type projects and grounds keeping (not all inclusive):

- 1.0 Cleaning, shampooing and extracting carpets, may involve moving furniture.
- 2.0 Striping and waxing of hard surfaces.
- 3.0 Washing windows, walls, etc.
- 4.0 Maintenance-type projects: Completion of or assisting with general maintenance when needed, may include painting, pouring concrete, building shelves, etc.

PAY SCALE - CLASSIFIED:

District Classified Salary Schedule Range D-C

Essential Job Functions

(Constantly = over 2/3 time, Frequently = 1/3 – 2/3 time, Occasionally = under 1/3 time, seldom = under 7% time)

Physical

- **Standing/walking:** Constantly, throughout work shift. Distance may vary three to five miles daily depending on task and specific site assigned.
- **Sitting:** Occasionally; during breaks and lunch only.
- **Lift/Carry:** Frequently, 1-10 pounds; supplies, trash, carry up to 100 yards. Occasionally 11-75 pounds while moving equipment, heavier supplies and larger bags of trash, carry up to 20-30 feet. Often has assistance with lifts above 50 pounds.
- **Push/pull:** Frequently; using both hands and arms while using buffers, mopping/dust mopping, moving furniture and materials exerting a force of 15 to 35 pounds. Occasionally exerts push/pull force up to 60-75 pounds while moving furniture, filing cabinets, etc.
- **Climbing/balancing:** Seldom; ladders up to a distance of 12 feet while cleaning upper areas or changing lights.
- **Bending/twisting:** Frequently-Constantly, with forward flexion at waist while vacuuming, sweeping/mopping and cleaning toilets/sinks, side-to-side twisting at waist and flexion/extension of neck throughout work shift.
- **Kneeling/crouching:** Seldom; may be required while cleaning lower areas, retrieving supplies from lower shelves.
- **Hands/arms:** Frequent-Constant use in forward reaching/handling/simple & power grasping/fingering while operating equipment, wiping and cleaning surfaces and while using hand tools and other cleaning equipment. Occasional overhead reaching required.
- **Sight:** Constantly; in performing cleaning tasks and maintaining safety standards on the job. Requires depth perception, hand/eye coordination required in operation of equipment and tool use.
- **Speech/Written Communication:** Frequently; to interact with co-workers, teachers, supervisors and students and record data.

Mental

- Must be able to work independently and follow through on all work as assigned.
- Must be able to communicate with co-workers and supervisor and establish/maintain effective working relationships with students, staff, district personnel and the public.
- Must be able to read, write and speak English, follow an assigned work schedule and perform some basic mathematical calculations.

Work Conditions

- **Location:** 60% indoors, climate controlled. 40% outdoors while dumping trash, removing debris from building. This classification of employee are on 12-month assignments. During summer months, major cleaning of school buildings is required, including stripping/waxing floors, high cleaning, high dusting and working from ladders. Work is more physical during summer months.
- **Hazards:** Moving equipment, slippery surfaces, exposure to electric shock, biohazards, and cleaning chemicals.
- **Equipment used:** Hand & power tools: floor scrubbers, ladders, hand tools, step stools, hand truck, vacuum cleaners, mops, dust mops, brooms, other cleaning equipment and supplies.
- **Safety equipment:** Gloves and other PPE (personal protective equipment) as required by District policies.

HIRING PROCESS:

Mandatory Information to be submitted:

- Completed and signed district application on EDJOIN
- If a current district employee a letter of interest is required in lieu of an application.
- Three recent letters of recommendation which support your application for the vacant position
- Current resume
- Letter of introduction explaining why you are qualified for this position and including information that will help the screening committee get to "know" you during the paper screening process

➤ **Selection Process:**

- Applications will be reviewed and rated by a screening committee
- Persons selected for an interview will be contacted
- **Applications are due by noon on Monday November 2, 2026**