

Sutter County Superintendent of Schools

CLASSIFICATION TITLE: *Custodian/Groundskeeper*
Outdoor Education Camp Facility

Salary Range: 15

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:

Under general supervision, to perform custodial and grounds keeping services at an Outdoor Education Camp facility.

DIRECTLY RESPONSIBLE TO:

Director of Facilities, Maintenance and Operations

SUPERVISION OVER:

None; however, may provide technical direction to substitutes.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Custodial Duties:

Clean classrooms, restrooms, multipurpose rooms, offices, and related facilities; sweep, mop, scrub, wax, vacuum, and shampoo carpets and floors; clean walls, furniture, windows, woodwork, chalkboards, chalk trays, and light covers; empty, clean, and line trash receptacles; dust furniture, window sills, and shelves; check and refill towel, toilet paper, and soap dispensers; pick up papers and debris; clean cabins, sanitize bunk beds, and shower areas; clean walkways and entrances; operate equipment such as vacuums, floor cleaning and polishing machines, scrubbers, steam cleaners; respond to emergency cleanups such as spills and clogged drains; raise/lower flags; set up and arrange furniture and facilities for assemblies, meals, meetings, and special events as assigned; perform minor maintenance and repair to buildings, fixtures, and equipment; adjust shades/blinds and desks; assemble furniture; assist in performing a variety of general maintenance tasks including painting, light electrical work, carpentry, and plumbing as assigned; lock and unlock doors, windows, and gates to ensure security of buildings and related areas; turn alarms on/off as necessary; inspect areas and grounds for vandalism, damage, and sanitary and safety hazards; report hazards to appropriate authority and prepare work orders for major repairs needed.

Groundskeeper Duties:

Maintain landscaped areas by planting, pruning and caring for plants, shrubs, trees, and turf areas; apply fertilizers and pesticides; operate a variety of hand and motorized gardening/grounds equipment; check and maintain assigned equipment including minor repairs, adjustments, and servicing; pick up supplies as required; oversee student or volunteer crews as assigned; receive work orders and schedules time, material and equipment required to perform various gardening/grounds maintenance tasks; repair and install fences, signs, posts and outdoor equipment.

Perform other duties similar to the above in scope and function as required.

MINIMUM QUALIFICATIONS:

Education and/or Experience:

High School diploma or equivalent required plus one year of experience in gardening, nursery work on grounds and/or one year experience in custodial work or equivalent.

Must possess the public relations skills needed to assist in hosting and providing services to any and all user groups at the Outdoor School. May be called in to work additional hours as necessary.

License Requirements:

Requires a valid California Driver's License to drive around the site as needed.

Knowledge of:

Procedures, methods and techniques of grounds and maintenance; procedures used in the proper application of fertilizer, herbicides, insecticides and pesticides; principles of routine operation, maintenance and repair of sprinkler irrigation systems; modern cleaning methods, materials, tools, and equipment associated with custodial work; routine repair methods and practices; OSHA safety rules and regulations; the safe use and operation of equipment and chemicals used in custodial and light maintenance work; the care and maintenance of custodial and maintenance equipment and tools; communication skills to interact with co-workers, school, staff, administration, and students.

Ability to:

Operate and maintain grounds and landscape maintenance tools, equipment, and vehicles; calculate fertilizer and chemical application amounts and apply them in a safe manner; operate and perform routine repairs on automatic sprinkler systems and maintain tools; understand and follow oral and written instructions in an independent manner; safely use cleaning agents, equipment, and materials; maintain records; work in addition to regular hours as necessary; meet the physical requirements necessary to safely and effectively perform required duties; communicate effectively in appropriate forms; establish and maintain work relationships with those contacted in the performance of required duties.

Work Environment:

Work is performed in indoor, outdoor, and equipment room environments; exposure to dust, oils, and cleaning chemicals; may work on ladders or scaffolding; may work with exposure to moisture, some exposure to child and other diseases in a school environment; regular contact with staff and the public.

Physical Requirements:

The usual and customary methods of performing the job's functions requires the following physical demands: lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling and facility to stand and walk for extended periods; manual dexterity to operate a telephone and enter data into a computer and operate power and motorized equipment; facility to appropriately lift and move objects up to 50 lbs; facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation; facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation; facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation; facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation; when applicable, facility to determine and differentiate colors with or without reasonable accommodation; when applicable, facility to drive an automobile or to arrange a consistent method of transportation