

CLASSIFICATION TITLE: Fleet Custodian

Salary Range: 10

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:

Under general supervision, performs custodial services in keeping assigned areas clean, orderly, and secure; performs related duties as assigned.

DISTINGUISHING CHARACTERICS:

The Fleet Custodian is different than other Custodian positions in that the primary focus is the condition of the fleet vehicles while other custodial duties are secondary and on as-needed basis.

DIRECTLY RESPONSIBLE TO:

Director of Facilities, Maintenance and Operations

SUPERVISION OVER:

None; however, may provide technical direction to substitute custodians.

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.)

Fleet:

Checks condition of vehicles, determines if maintenance or car wash is needed; coordinates delivery and pick up of vehicles for maintenance; drops off information at the County Auditor's office daily; coordinates the delivery of packages and paper.

Sanitation:

Vacuums, sweeps, mops, shampoo, buff polish, strips and spot cleans floors; empties trash from containers both inside and outside and changes trash liners; sanitizes restroom areas and disinfects toilets, urinals, sinks, and drinking fountains; cleans and polishes mirrors, chrome, and partitions in restroom areas; dusts and polishes furniture; removes cobwebs; cleans and/or disinfects tables, desks, blackboards, dry erase boards, countertops, woodwork, blinds, light fixtures, and vents in classrooms and work areas; spot cleans walls as needed; responds to emergency cleanups such as spills, clogged drains and blood borne pathogen support; performs routine cleaning of carpets and floors; washes windows on both the inside and outside; performs major indoor and/or outdoor cleaning of walls; performs major cleaning activities around site meetings and school schedules; moves equipment and furniture when performing above cleaning activities.

Safety/Security:

Reports and removes any safety hazards; reads and interprets safety labels; understands and follows procedures to handle and store chemicals properly; maintains log of material safety data sheets (MSDS) for assigned site(s); may assist maintenance workers to complete minor electrical, plumbing, lighting, furniture, fence, gate, and other related repairs; identifies and reports the need for major repairs to an administrator; replaces light bulbs; reports and/or repairs damage done to school/site property; reports any unauthorized visitors; secures gates, doors, windows, and building areas to open and close building sites; turns off lights and sets alarm system prior to leaving the building; disarms alarm system when opening building site.

Site Support:

Keeps grounds neat and clean at all times by sweeping walkways, sidewalks, and other areas; may sweep or blow debris from parking lots; removes trash from grounds areas; may maintain lawns and grounds by watering, weeding, pruning; mowing, and fertilizing; may assist maintenance workers in minor repair and painting jobs; replaces water bottles in dispensers; removes recycle materials; arranges tables, chairs, and equipment for meetings or events as needed; raises and lowers flag; changes burned out light bulbs.

Supply/Inventory Control and Distribution:

Requisitions custodial supplies and equipment in a timely manner to ensure adequate supplies and levels are available to perform custodial duties; organizes and stores equipment and supplies; rotates stock and maintains inventory of custodial items; prepares necessary paperwork to order items and maintains records related to inventory and supplies; refills all supplies and paper products in restrooms and lunch/break rooms; distributes requested supplies to staff.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position. Any combination of training and experience which demonstrates ability to perform the duties as described. A typical qualifying background would include prior experience and/or training in custodial work.

Knowledge of:

Cleaning materials and methods and the proper use of chemicals and materials in cleaning; safety practices and sanitary procedures; proper lifting techniques; basic mathematical skills to understand ratios for mixing cleaning solutions; rules, regulations, and procedures to properly dispose of hazardous fluids, blood borne pathogens, and chemicals.

Skill and Ability to:

Communicate effectively in both oral and written form; read, understand and follow instructions, schedules, and safety label directions; operate a variety of cleaning and maintenance equipment in a safe manner; perform minor repairs; work cooperatively and effectively with individuals and groups; work independently with minimal supervision; organize and prioritize tasks to meet cleaning schedules; perform the physical requirements of the position including climbing ladders, bending, kneeling, reaching, and standing for long periods of time; lift and carry boxes, tools, equipment and materials.

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