

CLASSIFICATION TITLE: *Maintenance / Custodian / Groundskeeper*
(combined position)

Salary Range: 20

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITIES:

Under general supervision, performs custodial services in keeping assigned areas clean, orderly, and secure; perform grounds keeping services at facilities as assigned; performs a variety of work in the maintenance, repair, retrofit, rehabilitation and construction of buildings, facilities, and equipment.

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.)

Maintenance Duties:

General Maintenance and Repair of Buildings, Facilities, Equipment, and Grounds:

Performs a variety of work in the maintenance and repair of buildings and grounds at various facilities/sites including carpentry, electrical, plumbing, glazier, masonry, and painting tasks; repairs and treats structures such as floors, showers, sinks, walls, roofs, and carpets; cleans debris from roof gutters as necessary; performs minor troubleshooting, repairs, and adjustments of locks on doors, cabinets, desks, closets; repairs door hinges; cleans plugged key slots; changes filters on various ventilation units; hooks up and services kitchen appliances; reports mechanical malfunctions to appropriate party for action; moves and assists in moving furniture and equipment at various facilities/sites; sets up and breaks down cubicle partitions; identifies projects requiring the services of a higher skilled crafts person; assists in obtaining quotes and arranging for services of outside vendors as directed; completes service requests and updates work logs for specific site requirements; opens and closes school campuses and other site buildings; activates and deactivates building alarms; as part of site support team, assists with special projects periodically as directed; maintains clean, safe, and orderly work sites.

Carpentry:

Performs rough and finished carpentry construction and repair of structures such as partitions, walls, doors, fences, window frames, office furniture, roofs, and shelves.

Glazier:

Removes broken glass, putty or plastic; replaces windows and door hardware; replaces glass for windows, doors, and light fixtures.

Electrical:

Performs basic electrical diagnostic and repair work for switches, outlets, plugs, cables, appliances, fixtures and lighting systems; reports unsafe electrical conditions.

Plumbing:

Identifies and performs basic diagnostic and repair of plumbing leaks or breaks; opens clogged lines and drains; replaces seals and other minor parts; maintains drinking fountains; repairs, replaces and maintains hot water heaters and other appliances; maintains minor water filtration systems; maintains and performs services and inspections to water distribution systems; maintains and performs services and inspections to septic and waste water systems.

Painting:

Applies and prepares various surfaces for paint, enamel, lacquer, varnish, or stain; removes or paints over graffiti; repairs wall coverings.

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.

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.

Masonry:

Lays forms, mixes, pours, finishes, and repairs concrete for sidewalks, pavers, ramps, and slabs.

Groundskeeper Duties:

Maintains landscaped areas by planting, pruning and caring for plants, shrubs, trees, and turf areas; applies fertilizers and pesticides; operates a variety of hand and motorized gardening/grounds equipment; checks and maintains assigned equipment including minor repairs, adjustments, and servicing; picks up supplies as required; oversees student or volunteer crews as assigned; receives work orders and schedules time, material and equipment required to perform various gardening/grounds maintenance tasks; repairs and installs fences, signs, posts and outdoor equipment.

Custodian Duties:

Sanitation:

Vacuums, sweeps, mops, shampoos, buff polishes, 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.

Other Duties:

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

MINIMUM QUALIFICATIONS:

Education:

Sufficient formal and/or informal training to provide the ability to read and write at a level consistent with the requirements of the position.

Training and Experience:

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.

License Requirements:

Possession of a valid California driver's license and proof of insurability to drive from site to site.

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