

Escondido Union High School District Job Description

Job Title: Custodial & Grounds Maintenance
Employee Unit: Classified Bargaining Unit
Job Family: Maintenance & Operations
FLSA Status: Nonexempt
Salary Level: 25
Approved By: Board of Education
Approved Date: 10/13/15

NATURE OF WORK

Coordinates the activities of site custodial and groundskeeping programs to ensure clean, orderly, and attractive conditions of establishment by performing the following duties. Individuals in this classification may be assigned to a site with only a part time custodian or may be the sole person assigned to a small school or site, in which case some or all of the following duties may be included.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Opens gates, restrooms, classrooms; alarms and disarms security system.

Inspects and evaluates physical condition of school, advising administrators of potential problems, maintenance needs and/or safety issues.

Submits to management recommendations for painting, repairs, furnishings, relocation of equipment, and reallocation of space, working closely with Maintenance and Operations Department for major maintenance.

Inventories supplies and equipment and prepares requisitions to assure adequate supplies are on site.

Investigates new and improved cleaning instruments and methods.

Removes graffiti from school buildings.

Responds to complaints regarding cleanliness or appropriateness of room maintenance.

Responds to requests for emergency custodial services during the school day, such as cleaning up vomit, blood, urine, feces and other body fluids.

Performs minor maintenance such as unclogging drains, replacing light bulbs, assisting with unusual amounts of trash disposal, hanging signs, plaques or other items, unlocking lockers, etc.

Assembles furniture.

Sets up for special events as directed

Accepts and distributes delivery of supplies and equipment. Unloads and unpacks boxes.

Maintains the landscape, including watering, mowing, trimming shrubs and weeding.

Repairs sprinklers, installs new sprinklers.

Cleans debris from sidewalks, grounds and parking lot(s).

May assist with security issues.

Performs other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CERTIFICATES, LICENSES, REGISTRATIONS

California Driver's License

Current 1st Aid/CPR/AED/ Certification

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); five years of experience, some of which would be in building/grounds maintenance, some commercial custodial experience, preferably in a school.

KNOWLEDGE OF:

Modern cleaning methods, maintenance principles and sanitation methods; materials, tools, and equipment including various gardening and landscaping equipment. Familiar with computers with the ability to learn and adapt to specialized software.

ABILITY TO:

Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; effectively present information and respond to requests from other employees, administrators, outside contractors and vendors; apply common sense understanding to carry out instructions furnished in written, oral, diagram or schedule form; perform multi-responsibilities with numerous interruptions; deal with problems involving several concrete variables in standardized situations.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to stand and smell. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

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.

While performing the duties of this job, the employee is regularly exposed to fumes or airborne particles, toxic or caustic chemicals, and outside weather conditions. The employee is frequently exposed to moving mechanical parts. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; risk of electrical shock; and vibration. The noise level in the work environment is usually moderate.

COMMENTS

The individual assigned to this classification serves as a combination custodian, groundskeeper and minor maintenance worker at a small school or administrative site. This individual must demonstrate a professionalism which represents the school in a positive light to students, visitors, staff and outside agencies and the general public.