

CUSTODIAN IV

DEFINITION

Under general direction, to plan, assign, supervise and perform skilled custodial and routine minor maintenance functions; to serve as the head of custodial services of a high school with leadership responsibility for all custodial employees; to maintain assigned buildings and adjacent grounds areas at a high school in a clean, sanitary, secure and safe condition; to arrange and assist in maintaining the physical environment required for activities held at the school.

EXAMPLES OF DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Supervises and personally performs custodial work in accordance with daily work schedules.
2. Plans, assigns, inspects, and supervises the work of custodial staff.
3. Requisitions custodial supplies and equipment to maintain operational inventory.
4. Assists in the training of custodial personnel and the monitoring of their performance.
5. Inspects building and grounds for damage, necessary repairs, security and safety.
6. Inspects heating, electrical, air conditioning and water equipment and makes minor repairs or adjustments.
7. Supervises and sets up room, furniture and equipment arrangements for special events.
8. Supervises and coordinates custodial services for a complex calendar of extracurricular and community activities.
9. Coordinates, supervises, and participates in major cleaning of the school during vacation periods.
10. Assists in the coordination of the use of school facilities.
11. Performs minor repair and light maintenance tasks such as: changing locker combinations, furniture assembly, pencil sharpener installation, desk and locker repair.
12. Confers with the school principal in planning the maintenance and/or cleaning of the school campus.
13. Performs other related duties as required.

QUALIFICATIONS

Knowledge of:

Methods, materials and equipment required for all custodial services of a large facility; requirements for maintaining school sites in a safe, secure, clean and orderly condition; principles of supervision, training and inspection for custodial services; operating principles of heating and air conditioning equipment; basic terminology, vocabulary, and craft skills used in plant maintenance and operation.

Ability to:

Perform moderately medium to heavy manual activities; efficiently and effectively use cleaning materials, supplies and equipment; demonstrate leadership, good judgment and common sense; plan, schedule, motivate and supervise a diversified custodial work program; operate custodial equipment and hand tools; drive an electric cart or small off-road vehicle; prioritize tasks and make independent judgment related to emergency and safety matters; keep accurate records and make reports; estimate time and materials in connection with a custodial work program; perform minor repairs and light maintenance tasks; make basic arithmetical calculations; appreciate human diversity; understand and carry out oral and written instructions; establish and maintain cooperative working relationships; comply with the District's customer service standards, as outlined in Board policy.

Education/Experience:

Any combination equivalent to: Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance; and three years of experience in custodial work, including one year of custodial supervisory or lead experience.

License/Certificate Requirement:

Possession of a valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed in an indoor and outdoor setting; with exposure to all types of weather and temperature conditions, noise, dust, grease, and potentially hazardous chemicals, solvents, and oils; may be required to work irregular hours.

Physical: Primary functions require sufficient physical ability and mobility to work in an indoor and outdoor school campus setting; lift, carry, push, pull or otherwise move moderately heavy to heavy loads; walk long distances around campus; bend, stoop, squat, and reach; climb ladders; verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.