

RIVER DELTA UNIFIED SCHOOL DISTRICT
SENIOR CUSTODIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To lead, assign, and participate in the work of staff responsible for performing varied custodial functions; to inspect school buildings and perform minor maintenance repair, including maintaining boilers, repairing pumps, and maintaining sprinkler and water lines; and to perform a variety of functions related to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Custodian series. Positions in this level are required to be trained in all functions assigned to the class. Incumbents in this class assume responsibilities for lower-level staff and perform minor maintenance functions in assigned school sites, including boilers, water lines and sprinkler lines. Employees at this level work independently in the performance of assigned functions.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the assigned principal.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS -- *Essential and other important responsibilities and duties may include, but are not limited to, the following:*

Essential Functions:

1. Lead, plan, and train and review the work of staff responsible for performing varied custodial functions at the assigned site; schedule staff for club activities and special programs.
2. Plan, direct, and participate in all custodial functions.
3. Supervise the use of custodial supplies and equipment; ensure adherence to standard safety precautions.
4. Train assigned employees in their areas of work in custodial methods, techniques, and in the set up and use of equipment.
5. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
6. For contracted facilities repairs and improvements, assist in planning and monitoring/inspection of contracted work.
7. Inspect school building, make minor repairs of HVAC equipment, pumps water lines and sprinkler lines, repair doors, walls, floors, desks, windows, and light fixtures; paint walls and patch roofs.
8. Coordinate the set-up of meetings and special events; collaborate with staff to determine appropriate setups.
9. Open assigned school sites; ensure building security.
10. Empty and clean trash receptacles.
11. Sweep and scrub floors; prepare, seal, wax, and buff tile floors, prepare and apply protective coating on gym floors.
12. Vacuum carpeted areas; spot clean and shampoo carpets.
13. Dust and clean furniture.
14. Clean interior and exterior windows and glass doors.
15. Clean and disinfect bathroom areas; refill soap, toilet paper and towel dispenser.
16. Move and arrange furniture and equipment for meetings and special events.

Marginal Functions:

1. Estimate time, materials and equipment, required for jobs assigned (e.g. gym floor finishing) requisition supplies and materials; issue supplies as appropriate.
2. Perform minor grounds maintenance functions, including repairs when needed for safety or emergency reasons.
3. Supervise paid student workers engaged in district work projects.
4. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a custodial program.

Principles of lead supervision and training.

Methods, materials and equipment used in custodial work.

Occupational hazards and standard safety practices.

Safe and handling and use of toxic chemical materials.

Ability to:

Perform advanced journey level custodial maintenance activities.

Lead, organize, and review the work of staff in the area of work assigned.

Independently perform the most difficult custodial work.

Interpret, explain and enforce district and school policies and procedures.

Operate powered or non-powered janitorial equipment.

Work independently in the absence of supervision.

Interpret written instructions and warning labels on cleaning chemicals.

Understand and follow oral and written instructions.

Establish and maintain effective working relationships with those contacted in the course of work including teachers and students.

Maintain effective audio-visual discrimination and perception needed for successful job performance.

EXPERIENCE AND TRAINING GUIDELINES

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible custodial experience.

Training:

Equivalent to completion of the twelfth grade.

QUALIFICATIONS:

License or Certificate:

Possession of, or ability to obtain, an appropriate valid driver's license.

WORKING CONDITIONS:

Environmental Conditions:

School and field environment; exposure to dust, solvents and chemicals.

Physical Conditions:

Essential and marginal functions require maintaining physical conditions necessary for moderate to heavy lifting; walking or standing for prolonged periods of time; bending, stooping, kneeling, crawling; operating motorized equipment and vehicles.