

RIVER DELTA UNIFIED SCHOOL DISTRICT CUSTODIAN II

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 and perform a wide variety of custodial functions at an assigned elementary school site; to oversee, schedule and review the work of lower-level custodial staff; to confer and collaborate with principals regarding custodial assignments and special events; and to perform a variety of functions relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the custodial series. Employees within this class assume lead responsibilities at the assigned elementary school site which involves reviewing, overseeing, assigning and reviewing the work of lower-level custodial staff, ordering supplies and equipment, and conferring with the principal regarding custodial assignments and special events. Positions at this level perform the full range of duties assigned to the class. This class is distinguished from the Custodian I in that it has lead responsibilities. It is distinguished from the Senior Custodian in that the latter works in a high school which requires the performance of more complex and advanced journey level custodial functions.

SUPERVISION RECEIVED AND EXERCISED

Receives direction 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, oversee and review the work of custodial staff at the assigned elementary school site.
2. Confer and collaborate with principal regarding custodial assignments and special events; assign staff to appropriate events.
3. Train assigned employees to their areas of work in custodial methods, techniques, and in the set up and use of equipment.
4. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specification.
5. Estimate time, materials and equipment required for jobs assigned (e.g. gym floor finishing); order custodial supplies and equipment; issue supplies as appropriate.
6. Remove trash; empty and clean trash receptacles.
7. Sweep and scrub floors; prepare, seal and finish and buff the floors; prepare and apply protective coating on gym floors.
8. Vacuum office and stage area; spot clean and shampoo carpets.
9. Dust and clean furniture.
10. Clean interior and exterior windows and glass doors
11. Clean and disinfect bathroom areas; refill soaps toilet paper and towel dispensers.
12. Safety check playground equipment; make minor repairs.
13. Set up the gym; set up equipment; ensure that gym is properly secured.
14. Organize supply room; replenish supplies and materials; maintain equipment and supplies.
15. Inspect buildings, routinely identify maintenance problems; prepare work orders.
16. Perform minor building maintenance activities including replacing light bulbs, unclogging toilets and sinks and roof maintenance.

17. Move and arrange furniture and equipment for meetings and special events.
18. Make sure school/site buildings are locked and secured at appropriate times, set alarms.

Marginal Functions:

1. Perform minor grounds maintenance functions including repairs, when needed for safety or emergency reasons.
2. Respond to emergencies.
3. Perform minor electrical and plumbing repairs.
4. Perform minor painting.
5. Check HVAC setting and controls, assist maintenance personnel in HVAC systems maintenance.

QUALIFICATIONS

Knowledge of:

Methods of cleaning and preserving floor, walls and fixtures.
Cleaning materials, disinfectants, and equipment, used in custodial work.
The safe uses of materials at school sites.
Standard safety practices.

Ability to:

Operate powered and 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.
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:

Two years of increasingly responsible custodial experience.

Training:

Equivalent to completion of the twelfth grade.

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 or 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.