

COLUSA UNIFIED SCHOOL DISTRICT

Job Description

TITLE: Custodian

CLASS: V

Basic Function:

Under the direction of the Maintenance, Operations and Transportation Director, the Custodian is responsible to perform a variety of skilled and semi-skilled tasks in the maintenance and repair of buildings, structures, mechanical systems and equipment, maintenance and repair of district grounds, athletic fields and play areas and performs routine custodial work at assigned sites or facilities.

Representative Duties:

Sweeps, mops, vacuums, scrubs, and waxes floors.
Cleans lavatories, locker rooms, multipurpose rooms, classrooms and offices. Dusts, waxes, wash and polish furniture and woodwork.
Sweeps sidewalks and play areas.
Washes windows.
Changes HVAC filters.
Empties and cleans waste receptacles.
Receives and delivers supplies.
Moves school furniture as needed.
Reports safety hazards to the MOT Director.
Assists with repairs, installs and maintenance of sprinkler systems.
Assists with pruning of trees and shrubs.
Assists with repairing and maintaining gardening tools and equipment.
Mow and edge grass within the district.
Assists with spraying selective weed chemicals and fertilizers. Assists with preparing and lining athletic field areas.
Performs minor general repair and maintenance work on building structures, physical facilities and equipment.
Delivers mail to sites and makes daily bank deliveries.
Performs proper laundry procedures and delivers clean and soiled linen.
Performs other such related duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Proper use and care of cleaning chemicals and equipment.
Safety practices and procedures.
Approved methods used in controlling pests and plant diseases.
Technical skills necessary to perform maintenance work in all building trades. Materials and equipment used in maintenance and repair of buildings and physical plant and related systems.
Preventative maintenance as applied to mechanical equipment.
Basic computer operations.

Ability to:

Ability to use chemicals and equipment safely.
Read, write, understand and carry out oral and written instructions.
Perform heavy manual labor. Regularly lift 50 pounds and occasionally lift and/or move up to 75 pounds.
Safely use hand and power tools.
Promote good working relationships with students, staff and others while preserving the privacy of confidential matters which may occur within the scope of assigned duties.
Uses applicable materials and equipment required to perform the various grounds maintenance tasks.
Demonstrate good problem solving skills.
Stand, walk, kneel crouch or lay for extended periods.
Interact with department staff.
To work without immediate supervision and in an independent or team setting.

EDUCATION, EXPERIENCE AND CERTIFICATES:

High School diploma or equivalent.
One year experience in building maintenance, grounds keeping or custodial operations.
Possess a valid California Driver's license.

Upon hire at Districts expense:

Any certificates required for the position.
Uniforms if required by the department.

WORKING CONDITIONS:

Attire:

Shoes appropriate for this position. No open toe shoes. No hanging jewelry or jewelry that poses a safety hazard. Hair must be well groomed. Good personal hygiene. Professional attire. No sleeveless shirts.

Environment:

The nature of the environment requires the employee frequently to work with/near moving mechanical parts and is frequently exposed to airborne particles and cleaning chemicals. The employee is occasionally exposed to wet/humid conditions and extreme heat or cold. The noise level of the work environment may be loud at times.

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CSEA ratification date: 3/5/2014

CUSD ratification date: 3/18/2014