CUSTODIAN / GENERAL ASSISTANT

DEFINITION

Under general supervision of the County Superintendent; to perform occasional cleaning and custodial work and to assist with routine maintenance of the County Office of Education facilities; and to do related work as required.

ESSENTIAL DUTIES

1. Perform a broad variety of grounds and landscaping maintenance functions such as picking up trash, maintaining landscaping, clearing roof gutters, and such.
2. Routinely clean the interior and exterior windows.
3. Moving or arranging furniture and equipment for special events and/or meetings.
4. Perform minor painting duties and other light maintenance duties.
5. Maintain fixtures and equipment such as window blinds, air filters, light fixtures and such.
6. Perform work related errands for staff which may include going to county landfill, supply stores and local businesses.
7. Maintain the recycling and trash disposal systems.
8. Perform occasional cleaning and custodial functions.
9. Perform other duties as may be required.

PHYSICAL REQUIREMENTS for this position are, but not limited to, the following:

Hearing and speaking to exchange information; dexterity of hands, fingers and various parts of the body to operate a variety of maintenance equipment; and, bending or standing for extended periods of time.

DESIRABLE QUALIFICATIONS

Knowledge / Ability / Skills:
Knowledge of and ability to apply various principles and techniques of proper facility and equipment maintenance; common tools, their uses and correct safety procedures; establish and maintain cooperative and effective working relationships with others; to work independently with little direction; interpret and apply the policies and procedures of the Nevada County Superintendent of Schools Office with tact and discretion in a variety of situations; perform job duties effectively in the midst of a busy work environment; to work with community businesses.

And
MINIMUM QUALIFICATIONS

Training and Experience:
A high school diploma or equivalent;
Two (2) years of work experience in any combination of construction, building maintenance or custodial trades;
Possession of a valid California driver’s license as issued by the Department of Motor Vehicles;

MEDICAL CATEGORY I: Heavy physical effort.

1. Normally assigned to a work environment with heavy physical qualifications and requirements.
2. Ability to lift and carry any object weighing over 50 lbs.

OTHER REQUIREMENTS: These requirements will have to be met prior to beginning employment.
Must hold a valid California Driver’s License
Must provide proof of automobile insurance coverage
Fingerprint and Background clearance
Valid TB test
Pre-employment physical

FLSA Status: Non-exempt
Employee Group: Classified (non-union)

For Office Use Only:
At time of employment, the employee will be required to sign a copy of their job description for their personnel file.
I have received a copy of this job description.

________________________________________ ____________________
Employee Signature Date