

**CUSTODIAL/MAINTENANCE/GROUNDSKEEPER I**

DEFINITION:

Under supervision, to keep assigned areas of buildings and grounds in a clean, sanitary, and safe condition; and do other related work, as assigned and required.

EXAMPLES OF DUTIES:

Sweeps, scrubs, waxes and polishes floors in offices, classrooms, hallways, kitchens, cafeterias, gymnasiums, libraries, shops, bathrooms and laboratories; dusts and polishes furniture, woodwork, and fixtures; empties and cleans trash receptacles; cleans blackboards, chalk trays, and erasers; washes windows, walls, and trim; cleans carpets; cleans and disinfects restrooms and replenishes sanitary supplies; moves and arranges furniture; locks and unlocks buildings and gates; replaces light bulbs; operates scrubbers, buffers, vacuum cleaners, and other related custodial equipment; as assigned, patrols school grounds and buildings during the evening and weekends, checking doors and windows and watching for suspicious individuals and activities; receives "use of facilities" forms, as approved by the Superintendent of the District, and makes the necessary provision for the special use of the public school facilities, making sure that the public is treated courteously; puts school facilities in condition for school use, locks doors, and turns off lights, heaters, and air conditioners at the completion of special use of school facilities; receives supervision from the Maintenance Custodial Supervisor as to the methods, techniques, and materials to be used; makes minor, non-technical repairs to classroom equipment and furnishings; maintains lawns and grounds, as directed by the Maintenance Custodial Supervisor; picks up and removes litter and food debris on school grounds; removes snow and ice from school grounds, as assigned.

During school vacations, or at other times as assigned, strips, seals, waxes floors; moves and arranges furniture, books, supplies, and equipment; cleans walls, windows, desks, light fixtures, and venetian blinds; as assigned, assists in other cleaning and maintenance projects as work as, related to the maintenance and custodial trades, as deemed necessary by the Maintenance Custodial Supervisor.

Some examples of maintenance tasks that a CMI Worker may be assigned to are, minor painting, grounds keeping, equipment maintenance, changing light bulbs, changing HVAC filters, minor plumbing repairs, other minor maintenance tasks as assigned.

Occasionally, employee may be called in during off hours and weekends for the purpose of emergency snow and ice removal. When emergency snow and ice removal is deemed necessary by the Maintenance Custodial Supervisor, it will be mandatory that the employee report to the job site, as directed by the Maintenance Custodial Supervisor.

This position may be cutback to a 10 month position if deemed necessary due to budget cuts, or other District economic concerns. If reductions are necessary, determination of positions to be cut will be based on considerations of types of work load, employee experience and abilities, past employment records with the District, and employee evaluations.

REQUIRED QUALIFICATIONS:

1. Must possess a valid, appropriate operator license, as issued by the California Department of Motor Vehicles.
2. Knowledge of custodial methods, materials, and equipment.
3. Use cleaning materials and equipment with skill and efficiency.
4. Perform moderately heavy physical labor.
5. Understand and follow a written work schedule.
6. Understand and carry out oral and written directions.
7. Maintain cooperative working relationships with students, co-workers, and others contacted in the course of work.
8. Work at heights on scaffolds, platforms and ladders.
9. Accept special assignments and perform them efficiently and without close supervision.
10. Must be able to recognize and report situations that could pose a threat to the safety or wellbeing of students, staff, or visitors to District facilities.
11. Must be able to meet all provisions as listed under the medical category of this job description.
12. Must pass a physical exam prior to employment. (District paid)

EXPERIENCE:

A minimum of one year experience in Custodial/Maintenance, preferably in a school district setting. Also prefer that applicant has some grounds keeping experience.

EDUCATION:

High school diploma or equivalent.

EVALUATION:

1. Observation, general supervision, and formal evaluation by Maintenance Custodial Supervisor once a year.
2. First six months is a probationary period. After six months, permanent status will be granted as a District employee, if all conditions of probationary period have been met.

MEDICAL CATEGORY:

Category III (Heavy Physical Effort)

1. Positions in this category require physical ability associated with prolonged periods of heavy physical labor.
2. Positions in this category perform heavy physical labor requiring ability to lift, carry, push, pull, and move heavy objects for a prolonged period of time.
3. Great physical demand for strength and endurance.
4. Requires heavy physical effort such as lifting over 50 lbs. on a continuous basis.
5. Physical functions involve heavy physical exertion.
6. Must be able to lift 50 lbs. or carry any object over 30 lbs.
7. Requires regularly working in dusty and noisy conditions.
8. Must, with proper precautions, work with paints, cleaning agents, or toxic chemicals.
9. Must be able to climb and work on ladders, scaffolds, and platforms up to a height of 30 feet.