



JOB DESCRIPTION

CUSTODIAN II

DEFINITION:

Under the direction of the Director of Maintenance, Operations and Transportation, the Custodian II is to perform a wide variety of cleaning and custodial functions at assigned site(s), perform routine grounds keeping and maintenance duties in the upkeep of the District buildings and facilities, and drive a school bus or transportation vehicle safely in the transportation of students and staff, including: to and from school, field trips, athletic activities and other special trips while maintaining buses in a clean and safe condition.

ESSENTIAL DUTIES:

- Performs responsible janitorial and custodial functions at assigned site(s).
- Cleans classrooms, rest rooms, cafeteria, multipurpose rooms, libraries, offices, and related facilities.
- Sweeps, mops, scrubs, waxes, vacuums, and shampoos carpets and floors.
- Cleans walls, furniture, windows, woodwork, chalk boards, chalk trays, and light covers.
- Empties, cleans, and lines trash receptacles.
- Dusts furniture, window sills, and shelves.
- Responds to emergency cleanups such as spills and clogged drains.
- Performs minor maintenance and repair to buildings, fixtures, and equipment; adjusts shades/blinds and desks; assembles furniture.
- Performs routine grounds keeping duties as assigned which may include mowing, weeding, watering lawns, as well as other related grounds duties.
- Checks and refills towel, toilet paper, and soap dispensers.
- Raises/lowers flags; sets up/takes down playground equipment.
- Performs minor/touch-up painting; replaces lights.
- Picks up papers and debris; cleans walkways and entrances.
- Operates equipment such as vacuums, floor cleaning and polishing machines, scrubbers, steam cleaners, lawn mowers and trimmers.
- Locks and unlocks doors, windows, and gates to ensure security of buildings and related areas; turns alarms on/off.
- Sets up and arranges furniture and facilities for assemblies, lunch, meetings, and special events as assigned.
- Inspects areas and grounds for vandalism, damage, and sanitary and safety hazards.
- Reports hazards to appropriate authority and prepares work orders for major repairs needed.
- Assists in performing a variety of general maintenance tasks during summer months under the direction of the Director of Maintenance, Operations, and Transportation including painting, light electrical work, carpentry, and plumbing as assigned.
- Operate a school bus and other transportation vehicles in a safe and proper manner.
- Performs all other duties similar to the above in scope and functions as required and assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:**Education and Experience:**

- High school diploma or equivalent
- One-year experience performing custodial or maintenance work, or its equivalent.

Desirable Qualifications:

- List any desirable but not required qualifications.

Licenses, Certifications and other Requirements:

- possess and maintain a valid and appropriate California Driver's License Class B with endorsement for passengers and air breaks.
- a valid restricted or unrestricted California School Bus Driver Certificate.
- a valid California School Bus Driver's Certificate
- a valid Medical Examiners Certificate (DMV No. DL51A)

Knowledge of:

- modern cleaning methods, materials, tools, and equipment associated with custodial work;
- routine grounds keeping methods and practices;
- the safe use and operation of equipment and chemicals used in custodial and grounds keeping work;
- the care and maintenance of custodial and grounds keeping equipment and tools.
- Safe driving practices
- Provisions of the California Motor Vehicle Code and Education Code applicable to the operation of vehicles in transporting school children

Ability to:

- understand and follow oral and written instructions in an independent manner;
- communicate effectively in both oral and written forms;.
- safely use cleaning agents, equipment, and materials;
- keep simple records;
- perform general gardening and custodial work;
- meet the physical requirements necessary to safely and effectively perform required duties;
- establish and maintain work relationships with those contacted in the performance of required duties.
- Operate a school bus and other transportation vehicles in a safe and proper manner.

WORKING CONDITIONS:

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Is subject to inside and outside environmental conditions.
- Requires great physical demand for strength and endurance, involving heavy physical exertion.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Require the mobility to stand, stoop, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and carry objects up to 25 pounds on a continuous basis.
- regularly performs heavy physical labor requiring ability to lift, carry, push, pull, and move heavy objects or materials.

Hazards:

- May be required to work with harsh and toxic substances.
- May be required to wear protective apparel including goggles, face protectors, aprons, and shoes.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

CSEA Approved: April 28, 2021

Board Approved: April 20, 2021

FLSA Status: Non-Exempt

Range: 15

Workdays: 261