

SANTA CRUZ COUNTY OFFICE OF EDUCATION

MAINTENANCE CUSTODIAN

DEFINITION

Under general supervision, to perform a variety of duties involved in the care and cleaning of assigned buildings and facilities; to perform a variety of grounds keeping functions; and to perform a variety of semi-skilled work in several areas of the building trades.

SUPERVISION EXERCISED

Exercise no oversight over County Office staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Perform all custodial duties necessary to keep assigned buildings and facilities clean and in a desirable condition; clean classrooms, shops, cafeterias, auditoriums, offices and related facilities.

Clean and sanitize restroom facilities and fixtures including mirrors, sinks, urinals, toilets and partitions; replenish supplies in restrooms, including filling soap and towel dispensers.

Sweep, vacuum, mop, wax, strip and polish floors; vacuum and shampoo carpets.

Dust and polish furniture, woodwork, fixtures and equipment.

Wash windows, mirrors and walls; clean Venetian blinds.

Clean whiteboards.

Clean desks and countertops.

Empty, clean and sanitize waste receptacles.

Clean light fixtures; replace lights, bulbs and fluorescent tubes as necessary.

Move, arrange and set up classroom and office equipment, supplies and furniture; inventory equipment and furniture at site locations.

Install and remove playground and sports equipment.

Perform routine grounds maintenance duties; trim shrubs and trees; rake leaves; clean walkways and entrances; pick up paper and debris; operate grounds maintenance equipment including lawn mower and edger; maintain watering and irrigation schedules.

Perform routine building maintenance including plumbing, carpentry, touch-up painting and heating system repairs.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES (CONTINUED)

Flush valves, washers, faucets, drains, taps, toilets and sand traps; replace door hinges, locks and thresholds.

Repair leaks; mix and pour cement; clean roof gutters; inspect and service grey water systems and sewage storage tanks.

Inspect heating plant and ventilating and air conditioning systems as needed.

Perform maintenance on air handling systems including adjustment of automatic controls, changing filters and belts, adjusting registers and replacing electric motors and fans.

Diagnose and perform basic electrical repairs including replacing ballasts, switches, fixtures, outlets, control equipment and electric motors.

Maintain security at assigned location; lock and unlock doors and gates; set security system in assigned area.

Inspect buildings and grounds for safety and security; report safety, sanitary and fire hazards to appropriate authority.

Identify and report building maintenance needs in assigned buildings and facilities.

Order, check, replace and deliver supplies.

Deliver lunches from a central cafeteria to classroom sites.

Operate and perform minor repair and maintenance on cleaning, groundskeeping and maintenance equipment including vacuums, floor cleaning and polishing machines, carpet cleaners, chainsaws, lawnmowers and hand and power tools.

Perform work in adherence to safe work practices and procedures and in compliance with applicable standards.

Attend and participate in staff meetings and in-services activities; attend workshops, conferences and classes to increase professional knowledge.

Respond to call-backs in an emergency where required; respond to emergency cleanups such as spills and clogged drains; make emergency plumbing repairs.

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Methods, materials and equipment used in custodial, grounds maintenance and routine building maintenance work.

Operational hazards and standard safety practices necessary in the area of assigned work.

Safe driving principles and practices.

Skill and ability to:

Operate a variety of custodial, building maintenance and grounds maintenance equipment.

Operate small power hand tools.

Become trained and certified to operate a forklift.

Operate a motor vehicle safely.

Use a variety of custodial, building maintenance and grounds maintenance equipment, supplies and materials safely, efficiently and effectively.

Work independently in the absence of supervision.

Understand and follow oral and written instructions.

Work under supervision within a framework of standard policies and procedures.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination equivalent to experience and training that would provide the required knowledge, skill and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Education:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Experience:

One year of experience in the care and cleaning of buildings, facilities and grounds.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license and appropriate vehicle operation insurance.

Qualification Requirements:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SPECIAL REQUIREMENTS

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. Essential duties require the following skills and work environment:

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, twist, climb and lift 70 lbs.

Exposure to outdoors, confining work space, chemicals, dust, mechanical hazards and electrical hazards.

Availability to be on-call.

Approval Date: June, 1994

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