

# JOB DESCRIPTION

## Pleasanton Unified School District

### CUSTODIAN II

#### Purpose Statement:

The job of Custodian II is done for the purpose/s of maintaining an attractive, sanitary and safe facility for students, staff and public; providing equipment and furniture arrangements for meetings, classroom activities and events; coordinating and directing the work of Custodian I; and minimizing property damage, loss and liability exposure.

#### Essential Functions

- Arranges furnishings and equipment (e.g. assembly, meetings, luncheon, removing furniture, etc.) for the purpose of providing adequate preparations for meetings, classroom activities and special events.
- Attends in-service training (e.g. blood born pathogens, cleaning solvents, first aid, etc.) for the purpose of receiving information on new and/or improved procedures.
- Cleans assigned facilities and grounds (e.g. classrooms, offices, restrooms, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment
- Conducts various types of drills (e.g. fire, intruder, earthquake, etc.) for the purpose of ensuring that emergency procedures are in order.
- Delivers various items (e.g. supplies, furniture, audio visual equipment, boxes, etc.) for the purpose of distributing materials to the appropriate parties.
- Directs facility maintenance activities and assigned custodial personnel for the purpose of ensuring functions are performed efficiently and providing input to the Principal for evaluation of personnel.
- Evaluates situations (e.g. involving staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Inspects facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Maintains supplies and equipment (e.g. cleaning solutions, paper products, vacuum, mops, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.
- Performs preventative maintenance and/or repairs/replacements (e.g. playground equipment, broken glass, assembles furniture, toilet leaks, faucets, light fixtures, etc.) for the purpose of ensuring availability and safety of facility.
- Prepares facility for daily operations (e.g. opening gates, building access doors, raise flag, traffic cones, etc.) for the purpose of ensuring facilities are operational and safe for occupancy.
- Prepares various reports (e.g. requisitions, safety inspections, work orders, inventory records, time sheets, etc.) for the purpose of providing information required to maintain the facility.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, graffiti, unauthorized individual, animal, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Reviews master calendar and facility use forms daily for the purpose of ensuring that all activities are included in the days work schedule and/or identifying scheduling conflicts.
- Secures facilities and grounds for the purpose of minimizing property damage, equipment loss and potential liability to organization.
- Trains new hires for the purpose of orienting them to their job functions.

- Coordinates facility maintenance activities and assigned custodial personnel for the purpose of ensuring functions are performed efficiently and providing input to the supervisor for evaluation of personnel.

**Other Functions**

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

**Job Requirements; Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment and materials used in industrial maintenance; adhering to safety practices; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of industrial cleaning including floor and carpet; basic tools for minor repairs; and safety practices and procedures

ABILITY is required to schedule activities, meetings, and/or events; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing specific, defined processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with specific, job-related data; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and setting priorities.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; leading, guiding, and/or coordinating others; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the Organization's services.

**Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 70% walking, and 25% standing. The job is performed under minimal temperature variations and some hazardous conditions.

**Experience** Job related experience with increasing levels of responsibility is desired.

**Education** High School diploma or equivalent.

**Required Testing**  
Pre-employment Proficiency Test

**Continuing Educ. / Training**  
None Specified

**Certificates & Licenses**

Valid Driver's License

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
TB Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**

Classified 20  
effective 3/26/15