

JOB DESCRIPTION

Pleasanton Unified School District

HEAD CUSTODIAN- ELEMENTARY/ DISTRICT OFFICE COMPLEX

Purpose Statement:

The job of Head Custodian-Elementary/ District Office Complex 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 borne 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.
- While assigned to the Central Office Complex-may also perform custodial duties at other elementary sites as necessary in the absence of custodial personnel. If assigned to perform custodial duties in Middle School or High School sites, shall receive out of class pay as per the collective bargaining agreement.
- Trains new hires for the purpose of orienting them to their job functions.

Not Evaluated 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

Certificates & Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance
TB Clearance

FLSA Status

Non Exempt

Board Approval Date

05-09-2017

Salary Grade

Classified 20

