

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: PROGRAM SUPPORT

CLASSIFICATION: DIRECT SUPPORT

JOB TITLE: CUSTODIAN/MAINTENANCE

BASIC FUNCTION:

Under the direction of the Superintendent or designee, perform a variety of maintenance and custodial duties in classrooms, offices and site facilities; assure a clean, orderly and safe environment for students and staff; assist in a variety of building maintenance tasks.

REPRESENTATIVE DUTIES:

Perform a variety of routine custodial and building maintenance duties, keeping assigned buildings and facilities clean, safe and in a desirable condition. **E**

Assist with a variety of general maintenance and basic repairs in the areas of electrical, plumbing, painting and carpentry. **E**

Assist in the inspection of buildings and facilities to identify custodial, maintenance and repair needs. **E**

Sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets in classrooms, offices and other work areas; spot clean and shampoo carpets; spot mop spills. **E**

Clean and sanitize drinking fountains and restroom facilities including mirrors, sinks, urinals, toilets, and partitions; replenish supplies in restrooms including filling soap, toilet paper and paper towel dispensers; empty, clean and sanitize waste receptacles; unclog drains and toilets. **E**

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

Dust and polish furniture, woodwork, fixtures, and equipment; wash windows, mirrors, and walls; clean and/or disinfect desks, tables and counter tops; clean whiteboards, chalkboards, trays and erasers; empty pencil sharpeners. **E**

Keep building and grounds neat and clean at all times; pick up paper, remove gum, cobwebs and other debris from grounds and walkways. **E**

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

Keep custodial cart and custodial closet neat, clean, and organized. **E**

Identify and report to supervisor any building maintenance needs in assigned buildings and facilities; assist with repair. **E**

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

Operate a variety of equipment such as vacuums, mops, buffer/scrubber machines, carpet cleaners, lawn mower, weed eater and various hand and power tools; drive a vehicle to conduct work. **E**

Lock and unlock doors and gates as appropriate; set alarms as required; maintain security of assigned areas according to established guidelines. **E**

Attend and participate in staff meetings and in-service training as directed. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods, techniques, materials, tools and equipment used in modern custodial and minor building maintenance work.

Basic cleaning methods, procedures, and techniques

Cleaning materials, supplies, and equipment

Safe working methods and procedures

Proper lifting techniques

Record keeping techniques

ABILITY TO:

Perform routine custodial and maintenance duties at assigned facility

Utilize cleaning materials, supplies, and equipment efficiently and effectively

Operate and maintain a variety of hand and power tools and equipment

Operate a variety of custodial equipment

Observe and report safety hazards and need for maintenance and repair

Understand and carry out oral and written instructions

Work constructively and effectively with minimum supervision

Perform simple and repetitive tasks

Observe health and safety regulations

Meet schedules and time lines

Establish and maintain cooperative working relationships

Maintain confidentiality

Communicate effectively both orally and in writing

Lift and carry objects weighing up to 50 pounds, occasionally greater than 50 pounds with assistance

Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

Any combination equivalent to: High school diploma or GED, sufficient training to demonstrate the knowledge and abilities listed above, and three years increasingly responsible custodial/maintenance experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license and disclosure of CA-DMV Driver Record (INF-1125) upon hire and/or request.

Pre-employment physical examination with Lift test

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor

Exposure to cleaning fumes, dust, odors, oils, grease and gases

Work near or with moving mechanical equipment

Occasionally work on ladders

PHYSICAL ABILITIES:

Lifting, carrying, pushing and pulling heavy objects weighing up to 50 pounds, occasionally greater than 50 pounds with assistance

Walking or standing for extended periods of time

Dexterity of hands and fingers to operate equipment

Bending at the waist, kneeling and squatting

Reaching overhead, above shoulders and horizontally

Seeing necessary to assure a clean environment and maintain safety in the workplace

Hearing and speaking to exchange information by telephone or in person

Climbing ladders

HAZARDS:

Contact with cleaning agents and chemicals

Working at heights

Working around and with machinery/tools having moving parts

Potential for contact with blood-borne pathogens and communicable diseases

Employee Group: Classified - Unrepresented

FLSA Status: Non-Exempt

Salary Schedule: 625

Approval Date: April 2022