

FORESTVILLE UNION SCHOOL DISTRICT
Job Description

JOB TITLE: Custodian-Grounds II	WORK YEAR: 260 Work Days
RESPONSIBLE TO: Superintendent	RANGE: 6

GENERAL DESCRIPTION:

Under general supervision, working within a specified time limit, Custodian-Grounds II shall coordinate, supervise, and carry out routine and specialized work in keeping all areas of school grounds safe and clean. Employee shall participate in keeping district building facilities clean, sanitary, and in safe condition. This position requires a pre-placement physical exam, fingerprint clearance, and TB testing.

ESSENTIAL DUTIES – CUSTODIAN

- Train, instruct, direct, and coordinate the work of Custodians
- Open and secure buildings and facilities
- Sweep, dust, scrub and mop floors, refinish, seal and wax floors of various types
- Dust and/or wash walls, woodwork, light fixtures, windows, blinds, furniture and other School equipment
- Vacuum and shampoo carpets
- Clean assigned route; including restrooms, staff rooms, classrooms, common areas, etc.
- Remove indoor and outdoor trash daily and recycle as needed
- Maintain sufficient supplies in Custodial areas and on cleaning carts
- Set up for athletic or school-sponsored events

ESSENTIAL DUTIES – GROUNDS

- Coordinate upkeep of campus
- Plant, cultivate, maintain grounds; including grass, flowers, shrubs, trees, and lawns
- Load truck, haul trash and landscape debris
- Maintain fields
- Assist with maintenance of irrigation systems
- Operate truck, tractor/gator, mowers, trimmers, sprayers, pressure washers, and other hand tools used in landscape installation and maintenance
- Maintain organized and safe Maintenance areas throughout the campus
- Properly dispose of chemicals, paint, or hazardous materials and report removal of materials to supervisor
- Assist with building maintenance
- Assist with marquee

ESSENTIAL DUTIES – MAINTENANCE

- Perform general repair and maintenance to school buildings and facilities including standard electrical, plumbing, carpentry, and painting duties
- Report to immediate supervisor concerning shift activities
- Report any unsafe conditions to supervisor
- Prioritize to cover extra activities
- Identify what must be purchased for construction, goods, services and supplies
- Inspect, repair, and upgrade playground equipment
- Inspect facilities and resolve any unsafe or unsanitary conditions

- Perform “walk-throughs”, as delegated by supervisor, with contractors in preparation for bid submittals
- When delegated by supervisor, serves as district liaison with architects, inspectors and contractors awarded construction/service work (includes punch list, warranty work and skilled maintenance)
- Respond to emergency need for cleanups including bio-hazards
- Perform light carpentry and painting
- Make minor repairs and adjustments of furniture, equipment, and buildings
- Adjust clocks for lighting and watering systems
- Move furniture
- Repair lockers
- Replace lamps, fuses and filters
- Operate heating and air systems
- Maintain written logs and records, as required
- Perform related duties, as assigned
- May supervise student work programs
- May supervise students in a specific area of campus
- Respond to radio calls
- Assist with annual Facility Inspection Tool (FIT)
- Supervise and inspect work of Custodian-Grounds I
- Perform the duties of a Custodian-Grounds I as needed
- Other duties as assigned

EMPLOYMENT STANDARDS:

- **Training and Experience:** Two years of experience in custodial and landscaping work. Knowledge of: basic landscaping maintenance, equipment, tools and materials used in landscaping maintenance, irrigations systems, cleaning techniques, procedures and materials, as well as safe work practices.
- **Abilities:** Ability to: effectively coordinate and supervise co-workers, use a variety of tools and equipment, follow oral and written instruction, establish and maintain cooperative working relationships with co-workers.
- **Physical Effort/Working Environment:** Indoor and outdoor work environment during all seasons. Perform strenuous work, lift and carry up to 60 lbs., use of materials common to landscaping maintenance.
- **Licenses and Certifications:** A valid Class 3 California driver’s license and evidence of appropriate automobile insurance based on DMV regulations may be required. Review Material Safety Data Sheet for any chemicals used. Complete material handling, storage, use, and disposal training.
- **Education:** Completion of formal or informal education sufficient to assure the ability to read and write at the level required to perform the duties of the job safely and successfully.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.), and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Board approved: June 23, 2016

