

CUSTODIAN II

DEFINITION

Under the general supervision of a Principal and/or a Custodial Supervisor, leads and participates in custodial and routine maintenance functions and activities; performs general custodial functions in maintaining equipment, performs complex and technical clerical tasks; coordinates and organizes specific and detailed operational activities within a work unit; performs other related duties as assigned and/or required.

ESSENTIAL DUTIES

- assists in planning, organizing, and leading of custodial and routine maintenance functional activities in accordance with a predetermined work schedule
- inspects and reviews the work of other custodial workers, and provides assistance and direction as necessary
- performs skilled custodial functions in the setup, arrangement, and operation of special purpose equipment, such as stage lighting panels, curtain operation, set arrangements, and other similar functions
- may lead and participate in the preparation of athletic fields and the setup of physical education equipment
- prepares supply, material, and equipment requests in maintaining an adequate operational inventory
- performs routine maintenance and preventative maintenance functions, including equipment adjustments, lubrication, and simple part replacement
- assists in planning and conducting of orientations and in-service training programs
- assists in maintenance of custodial operational records and custodial personnel time reports
- performs general custodial functions, including sweeping, mopping, waxing, dusting, polishing, vacuuming, washing walls, and other general cleaning tasks
- provides technical input into the performance appraisals of custodial personnel

QUALIFICATIONS

Knowledge of: Methods, materials, and equipment used in cleaning and maintaining a variety of surfaces, equipment, and furniture; planning, organization, and work scheduling procedures and techniques; safe practices and working methods pertaining to cleaning and maintenance activities.

Ability to: Effectively maintain work schedules and assist custodial personnel in accomplishing assigned tasks; performs medium to moderately heavy manual functions; assist in the training and orientation of new custodial personnel; understand and follow oral and written directions; establish and maintain cooperative working relationships.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions

- will frequently exert 50 to 75 pounds of force to lift, carry, push, pull or otherwise move objects
- will walk or stand most of the time, but may be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool, step ladder, scaffolding, and ramps
- must possess the ability to hear and perceive the nature of sound
- must possess visual acuity and depth perception
- must be capable of providing written and oral information, both in person and over the telephone
- must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: Two years of paid experience in custodial and maintenance work, preferably in a school setting.

Education: Verification of a High School diploma, a GED certificate, or a higher degree.

License Requirement: Possession of a valid California Motor Vehicle Operator's License.

Condition of Employment: Insurability by the District's liability insurance carrier may be required.

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