

MONTEREY COUNTY OFFICE OF EDUCATION

CUSTODIAN

CLASSIFICATION: Classified
SALARY LEVEL: 31.5

DEFINITION:

Under general direction of the Supervisor II of Maintenance and Operations, the custodian performs routine cleaning work and light maintenance in school sites, offices, or other buildings; maintains grounds and play areas.

SUPERVISOR:

Supervisor II, Maintenance and Operations

POSITIONS SUPERVISED:

None

QUALIFICATION REQUIREMENTS:

To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MAJOR DUTIES AND RESPONSIBILITIES: The following is a list of duties that are representative of the position and include but are not limited to:

- Performs custodial work in an assigned site(s)
- Assumes responsibility for building security
- Cleans and dusts interior and exterior of buildings to include walls, windows, mirrors, furniture, woodwork, window ledges, doors, drinking fountains and hand railings
- Empties and cleans waste containers
- Washes, scrubs and disinfects rest rooms and shower rooms
- Keeps restrooms supplied at all times
- Sweeps, mops, scrubs, waxes, polishes, shampoos and/or vacuums concrete, linoleum, tile, wood and carpeted floors in offices, rooms, classrooms, warehouse and other locations
- Maintains equipment used in course of work
- Assists in maintenance projects
- Assembles and/or makes minor repairs or adjustments to furniture
- Monitors and makes minor repairs to electrical plumbing, heating, air conditioning and other building systems
- Assists in moving or rearranges chairs, tables, desks, file cabinets, cartons, records, audio-visual and other equipment
- Removes recycled waste paper to central storage area
- Replaces light bulbs and globes
- Reports safety, sanitary and fire hazards
- Responds to emergency calls by fire or police departments, or other agencies on weekends and evenings and takes necessary action as appropriate
- Maintains communications with site office at all times while on duty
- Assists in maintenance of stock inventory
- Maintains equipment used in the course of work
- May work from a prepared work schedule
- Utilizes web based work order system
- Performs other related duties as assigned
- Complies with the Monterey County Board Policies, Superintendent Policies and Administrative Regulations

DUTIES SPECIFIC TO MCOE FACILITY:

- Picks up and hauls refuse to city/county refuse yard
- Performs minor preparation and painting of exterior and interior walls, doors and offices as needed
- In emergencies and under direction assists in warehouse, drives fork lift while performing warehouseman tasks as assigned

DUTIES SPECIFIC TO HEAD START AND SPECIAL EDUCATION SITES:

- Initiates routine maintenance schedule
- Inspects and maintains playground equipment and toys
- Delivers equipment and supplies to staff
- Maintains grounds by sweeping walks and driveway, mowing, raking, watering, trimming lawns, weeding, pruning shrubs, fertilizing and spraying, picking up refuse from grounds, and cleaning gutters
- May be assigned to more than one school facility

PHYSICAL AND MENTAL CHARACTERISTICS:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone and radio, and operate cleaning and grounds maintenance equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone or radio conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, and on the telephone or radio; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead and climb; step up and down including climb ladders; physical mobility sufficient to move about the work environment (office, district, from school site-to-site), drive a vehicle and respond to emergency situations; operate a forklift; physical strength sufficient to lift 50 pounds and 100 pounds with assistance; physical stamina sufficient to stand or walk for prolonged periods of time; physical tolerance to be exposed to dust pollen specific agents/chemicals, cleansers, foul smells; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination of education or experience equivalent to a high school diploma
- Work experience in the custodial field
- Any combination of training and experience which has provided the applicant with the required knowledge and abilities to successfully perform job duties

Knowledge of:

- Modern cleaning methods and equipment and the use and care of cleaning materials and equipment
- Uses and effects of various toxic cleaning substances
- Mobile communication devices including smart phone technology to access work orders
- **For Head Start and Special Ed. sites:** Appropriate use and care of grounds keeping tools and equipment

Skills and Abilities:

- Demonstrate and apply safe work practices and procedures to avoid injury to self and others
- Use cleaning materials and equipment with skill and efficiency
- Understand and follow a work schedule including tasks assigned at multiple sites
- Establish and maintain cooperative working relationships with those contacted in the course of work including the severely disabled, parents, and the public
- Communicate effectively in the English language both orally and in writing
- Perform moderate to heavy physical labor
- Operate a vehicle safely and efficiently
- Work both independently and function effectively within a team setting
- Learn and use technology and computer software applications as appropriate to the work assignment

- Quickly and effectively diagnose problems and take appropriate action to resolve them

Desirable Qualifications:

- Work experience in an education environment

Licenses and Certifications:

- Possession of an appropriate, valid California Driver's License, and evidence of insurability
- **For MCOE Facility:** Operate a forklift and become forklift certified within six (6) months

Available Pay Stipends:

There is an additional 5% pay differential for bilingual and bi-literate proficiency in a second language, including Spanish and Braille, as certified by MCOE.

Adopted by the Monterey County Office of Education: 7/2005 (**revised 8-14-15**)