

## MONTEREY COUNTY OFFICE OF EDUCATION

### MAINTENANCE CUSTODIAN

**CLASSIFICATION:** Classified  
**SALARY LEVEL:** 33.5

#### **DEFINITION:**

Under the direction of the Supervisor II of Maintenance and Operations, the Maintenance Custodian performs routine cleaning work in school sites, offices or other buildings; maintains grounds and play areas; performs a variety of building maintenance and grounds work in and around school sites and other buildings.;

#### **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 is representative of the position that includes but is 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
- Assembles and/or makes minor repairs or adjustments to furniture
- 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
- May work from a prepared work schedule
- 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

- Maintains and repairs building facilities and equipment by performing a variety of electrical, painting, carpentry, plumbing, welding, heating, air conditioning, locksmith, and mechanical repair work at an apprentice skill level
- Inspects and repairs playground equipment and toys
- Maintains equipment used in the course of work
- Reports safety, sanitary and fire hazards
- Utilizes web based work order system
- May respond to emergency calls by fire or police departments, or other agencies on weekends and evenings, and takes necessary action as appropriate
- Performs inventory control and distribution of supplies
- Complies with the County Office of Education Board Policies, Superintendent Policies and Administrative regulations, and with HHS/Head Start regulations, policies and procedures
- Performs other related duties as assigned

**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, operate cleaning and grounds equipment and vehicles; Vision sufficient to read printed materials; Hearing sufficient to conduct in person and telephone conversations; Speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance and on the telephone; Physical agility to push/pull, squat, twist, turn, bend, stoop, reach overhead, and climb; Physical mobility sufficient to move about the work environment (office, District, from school site to site), drive vehicles; Physical strength sufficient to lift lift 50 pounds and 100 pounds with assistance; Physical stamina sufficient to stand and walk for prolonged periods of time; Physical tolerance to be exposed to dust, pollen, 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
- Apprentice level experience in one or more trades (i.e.: carpentry, plumbing, painting, electrical)
- 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
- Grounds keeping methods and appropriate use and care of grounds keeping tools and equipment
- Methods, practices, and equipment used in building maintenance services and activities including a variety of building trades work
- Material Safety Data Sheets (MSDS) and their application
- Safety hazards and appropriate precautions applicable to work assignments
- Mobile communication devices including smart phone technology to access work orders
- Methods of inventory control

**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
- 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:**

- Ability to possess an appropriate California driver's license and provide evidence of insurability
- 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.

Approved by Policy Council: 05/94  
Approved by Board of Education: 06/94  
Revised: July 2004(revised 8-17-15)