

MONTEREY COUNTY OFFICE OF EDUCATION

SENIOR CUSTODIAN

CLASSIFICATION: Classified
SALARY LEVEL: 33.0

DEFINITION:

Under general direction of the Supervisor II – Maintenance and Operations, the Senior Custodian performs routine cleaning and semi-skilled maintenance work in offices, meeting rooms, schools, or other buildings; provides guidance and training for other custodians as assigned by supervisor; provides general building surveillance and security.

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:

- Ensures the cleanliness and safety of MCOE facilities/school sites and performs routine cleaning and maintenance duties
- Performs the work of a Custodian
- Assumes responsibility for building security
- Monitors and makes minor repairs to electrical plumbing, heating, air conditioning and other building systems
- Maintains equipment used in course of work
- Provides on-site guidance for other custodians in the absence of the Supervisor II, Buildings and Maintenance Reports safety, sanitary and fire hazards
- Responds to emergency calls by fire or police departments or other agencies during evenings or weekends and takes necessary action as appropriate
- Maintains contact with office or site at all times during working hours
- Utilizes web based work order system
- May respond to emergency calls by fire or police departments, or other agencies on weekends and evenings, and take necessary action as appropriate
- Complies with Monterey County Office of Education Board Policies, Superintendent Policies and Administrative Regulations.
- Performs other related duties as assigned

DUTIES SPECIFIC TO MCOE FACILITY:

- Provides general surveillance of the County Office building during evening meetings and at other times as assigned
- Sets up and arranges furniture and equipment for special events in meeting rooms and the Board Room in accordance with pre-selected room arrangement floor plans

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, radio, custodial equipment and machinery; vision sufficient to read printed materials; hearing sufficient to conduct in person and radio and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in normal conversational distance, and on the radio or telephone; physical agility to push/pull, squat, twist, turn, bend, stoop and to reach overhead and climb ladder; physical mobility sufficient to move about the work environment (office, from school site-to-site), drive an automobile, and respond to emergency situations; physical strength sufficient to lift 50 pounds and 100 pounds with assistance; physical stamina sufficient to stand or walk for pro-longed periods of time; physical tolerance to be exposed to dust pollen, chemicals, cleansers, and foul smells; mental acuity to collect, interpret, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination of education equivalent to high school diploma
- Three (3) years of increasingly responsible experience in custodial duties
- 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
- Material Safety Data Sheets (MSDS) and their application
- Appropriate use of tools and power equipment
- Mobile communication devices including smart phone technology to access work orders

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 and oral and written instructions
- Establish and maintain cooperative working relationships with those contacted in the course of work including severely disabled children, 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 while demonstrating leadership qualities
- 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:

- Previous experience in guidance and training of custodial staff
- 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 (6) months if required

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 8-17-15)