

Escondido Union High School District Job Description

Job Title: Custodian Lead II
Employee Unit: Classified Bargaining Unit
Job Family: Maintenance and Operations
FLSA Status: Nonexempt
Salary Level: 22
Approved By: Board of Education
Approved Date: 10/13/15

NATURE OF WORK

Assures clean, orderly and attractive conditions of the site to which assigned, either directly or through other custodians, by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Follows a cleaning routine on a regularly assigned "run" in consideration with on-going building use.

Sweeps, mops, scrubs, and vacuums classrooms, hallways, office space, gymnasiums, performing arts centers, locker rooms, etc.

Straightens chairs, cleans chalk/white boards, empties pencil sharpeners.

Cleans and sanitizes student and faculty restrooms, replacing paper products, etc.

Empties trash and garbage containers.

Maintains building, performing minor and routine maintenance activities such as replacing light bulbs, changing ballasts, replacing electrical switches, replacing pencil sharpeners, unclogging drains, removing graffiti, etc.

Sets up and takes down special event equipment and furniture.

Assists with security of the establishment, reporting or confronting individuals who are on site without purpose.

Washes windows, cleans blinds, waxes floors on a rotating or annual basis.

Cleans debris from sidewalks.

Locks and unlocks rooms for employees or outside groups using facilities.

During winter and summer breaks, performs minor and routine painting and repair.

Performs other duties as assigned.

Waters and weeds shrubs and ground cover.

May receive and distribute supplies and equipment; inventory and order custodial supplies.

Responds to requests from teachers with regard to special needs for their individual classrooms.

Responds to complaints from teachers or other staff regarding the cleanliness of their classrooms or offices.

This job has no supervisory responsibilities, but will coordinate the activities of the custodial crew.

QUALIFICATIONS

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

CERTIFICATES/LICENSES/REGISTRATIONS:

Current California Drivers' License

Current 1st Aid/CPR/AED/ Certification

EDUCATION and/or EXPERIENCE

High school diploma or general education degree (GED); two years general building and grounds maintenance or school custodial experience.

KNOWLEDGE OF:

Modern cleaning methods, materials, equipment, heating, ventilating, and lighting systems; maintenance principles and sanitation methods. Knowledge of computers with the ability to learn and adapt to specialized software.

ABILITY TO:

Read and understand documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence and complete forms, work orders and requisitions; effectively present information to students, administrators and other employees; solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; understand a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute ratio, and percent.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee is occasionally required to sit and to smell. The employee must regularly lift and/or move up to 50

pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly exposed to outside weather conditions. The employee is frequently exposed to fumes or airborne particles. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; toxic or caustic chemicals; risk of electrical shock; and vibration. The noise level in the work environment is usually loud.

COMMENTS

Individuals assigned to this position must have a desire to provide a safe and clean environment for students. Must follow a routine of housekeeping, with flexibility to have that routine interrupted to provide set ups for events or to assist others. Must be able to provide leadership by example and direction, and to respond to the needs of the school with regard to providing housekeeping and minor maintenance services. Employees of the Escondido Union High School District are expected to present a professional image at all time.