

## JOB DESCRIPTION

April 2016

Placer County Office of Education  
360 Nevada Street  
Auburn, CA 95603

### MAINTENANCE CUSTODIAN

#### **General Purpose:**

A Maintenance Custodian is responsible to the County Superintendent and works under the direct supervision of the assigned manager(s). The Maintenance Custodian performs a variety of cleaning and custodial work in schools, offices, buildings and other facilities. Performs routine grounds keeping work and performs basic building maintenance assignments.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required:

- Sweeps, mops, waxes and scrubs floors.
- Dusts, waxes, washes and polishes furniture and woodwork.
- Empties and cleans waste receptacles.
- Cleans restrooms and replenishes sanitary supplies.
- Cleans windows.
- Cleans breakroom surfaces.
- Sweeps sidewalks and recreation areas, and performs light grounds keeping duties as necessary.
- Moves and arranges furniture and equipment; performs room setups and teardowns for meetings and events.
- Cleans fountains and polishes metal work.
- Replaces light bulbs.
- Helps to maintain building security, which includes turning out lights and locking doors and windows.
- Parks County vehicles, checks mileage usage, repairs flat tires.
- Performs basic maintenance work on buildings and instructional equipment, including noncomplex electrical, plumbing, carpentry, painting and mechanical repairs.
- Operates and performs basic maintenance on power cleaning equipment.
- Operates hand and power tools.
- Transports and delivers materials and equipment between various locations.
- Orders and maintains custodial supplies.
- Lifts and carries objects for students and staff; performs deliveries as necessary.

#### **Minimum Qualifications:**

##### **Employment Eligibility:**

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

##### **Education:**

- High school diploma or equivalent.

##### **Experience:**

- Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain knowledge and abilities would be: two (2) years of responsible experience in custodial and ground keeping work.



## **MAINTENANCE CUSTODIAN /PAGE 2**

### **Knowledge, Skills and Abilities:**

- Knowledge of cleaning methods, materials and equipment used in custodial work.
- Knowledge of methods and practices of building security.
- Knowledge of grounds keeping methods, equipment and procedures.
- Basic knowledge of building maintenance methods, tools and equipment.
- Ability to maintain assigned areas and buildings in a clean and orderly condition.
- Ability to perform grounds keeping work.
- Ability to perform basic building maintenance work and assignments.
- Ability to operate custodial and cleaning equipment.
- Ability to use hand and power tools.
- Ability to perform physical labor.
- Ability to understand and carry out oral and written directions.
- Ability to establish and maintain cooperative working relationships.

### **Required Testing:**

- Applicants may be tested.

### **Certificates & Licenses:**

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

### **Clearances:**

- Criminal Justice Fingerprint Clearance
- TB Clearance

### **Work Environment:**

- Work is performed in indoor, outdoor, and equipment room environments; exposure to dust, oils, and cleaning chemicals; may work on ladders or scaffolding; may work with exposure to moisture, some exposure to child and other diseases in a school environment; regular contact with staff and the public.

### **Physical Requirements:**

- The usual and customary methods of performing the job's functions requires the following physical demands: lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling and facility to stand and walk for extended periods.
- Manual dexterity to operate a telephone and enter data into a computer and operate power and motorized equipment.
- Facility to appropriately lift and move objects up to 50 lbs.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.
- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.

**MAINTENANCE CUSTODIAN /PAGE 3**

- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

**FLSA Status:** Non-exempt


**Employee Group:** Classified

**Salary Grade:** 22.5

Reviewed and Approved:

Supervisor: 

Date: 4/8/16

Human Resources: 

Date: 4/8/16