

FORT BRAGG UNIFIED SCHOOL DISTRICT JOB DESCRIPTION – SENIOR CUSTODIAN

DEFINITION

Assigns and reviews work of custodial and maintenance personnel; performs a variety of custodial duties to maintain the cleanliness and orderliness of assigned rooms, buildings and related facilities.

CLASS CHARACTERISTICS: This is the advanced journey level class in the Custodian series. Position at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Incumbents perform the most difficult and responsible types of duties assigned to classes within this series including providing lead supervision over assigned personnel, and participates in evaluation process. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the principal at the site of assignment and exercises technical and functional supervision over assigned custodial and maintenance personnel.

EXAMPLES OF DUTIES – May include, but are not limited to, the following:

- Plans, coordinates, and reviews custodial operations of an assigned school site; assigns, inspects and reviews work of assigned staff; provides instruction for new employees.
- Evaluates cleaning methods, materials, and equipment for performance, efficiency, and safety; controls the inventory of custodial and building maintenance materials, educational consumable materials, and schedules re-supply as necessary; completes the necessary records and reports.
- Develops and maintains a schedule for site cleaning and operations to include contingency plans for special projects; coordinates major and/or emergency building and equipment repair with the Principal.
- Performs the full range of regular custodial tasks to include the operation of buffers, waxing machines, and commercial carpet cleaners and shampooers; completes the minor building and cleaning equipment repairs.
- Interacts with school personnel to schedule the preparation, cleaning and take-down of meeting rooms.
- Locks and unlocks and otherwise secures rooms and buildings as necessary.
- Performs minor maintenance or repairs on appliances or equipment.
- Inspects building for safety, fire and sanitary hazards.
- Operates a variety of electrical cleaning equipment; maintains custodial equipment and supplies.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Methods or work scheduling and review.
- Methods of cleaning and preserving floors, walls, and fixtures.

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MINIMUM QUALIFICATIONS

Knowledge of: (continued)

- Cleaning materials and disinfectants, equipment and tools used in custodial work.
- Safe Work practices.

Ability to:

- Provide lead supervision of assigned personnel.
- Use tools required in custodial and minor maintenance work, including electrical cleaning equipment.
- Communicate clearly, both orally and in writing.
- Perform heavy manual work.
- Clean and care for assigned areas and equipment.
- Establish and maintain effective working relationships with those contacted in the course of work.

Experience, Education and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible custodial experience.

Training:

See examples of duties and minimum qualifications.

Education:

Equivalent to the completion of twelfth grade.

Special Requirements

- Possession of, or ability to obtain, a valid California drivers license
- May be required to possess, or obtain, a valid asbestos maintenance and operation certificate as required by the Asbestos Hazard Emergency Response Act.

Physical Requirements

- Ability to exert 50 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Ability to stoop, climb, stand for long periods of time and perform physical labor, physical mobility and stamina to participate in activities which may be strenuous.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

Adopted 4/27/1989

Rev. Board Approved 8/14/03