

HEAD CUSTODIAN/ MAINTENANCE

CLASSIFICATION: Classified

TITLE OF IMMEDIATE SUPERVISOR: Supervisor of Maintenance & Operations

TITLE OF EVALUATOR: Principal or Vice Principal.

JOB SUMMARY: Under general supervision, coordinate, supervise, and carry out cleaning and upkeep of District buildings and grounds facilities; and perform related duties as assigned.

ESSENTIAL DUTIES:

- Perform general cleaning and emptying of trash cans in buildings in all areas of campus
- Perform general repair and maintenance to school buildings and facilities including standard electrical, plumbing, carpentry, and painting duties
- Supervise all custodians; assist in keeping school clean
- Order supplies and materials
- Assist with upkeep of campus including clean-up, hauling trash, grass cutting, weeding and pruning
- Assist with maintenance of boiler, water system, and heating and air conditioning systems as required
- Perform standard construction. Make repairs to furniture and equipment
- Perform duties of locksmith and locker repair
- Coordinates and participates in setting up facilities for special events
- Train and instruct subordinate personnel in the performance of their duties

OTHER DUTIES:

- Keep records and prepare reports regarding facility maintenance and repairs
- Inspect facilities and report unsafe or unsanitary conditions
- Load and unload heavy objects on and off vehicles
- May perform duties of a Custodian I and Custodian II

EMPLOYMENT STANDARDS:

- **Training and Experience** - Three years experience in custodial work and two years experience in general building maintenance. Knowledge of: methods, supplies and equipment used in custodial work; practices and materials required for facility maintenance and repair; plumbing, carpentry, painting, and electrical work; methods of supervision; heating, boiler and air conditioning systems; safe work practices.
- **Abilities** - Ability to: effectively coordinate and supervise co-workers; use a wide variety of hand tools and equipment; follow and pass on oral and written instruction; work independently; establish and maintain cooperative working relationships with co-workers.
- **Physical Effort/Working Environment** - Indoor and outdoor work environment during all seasons. Perform strenuous work, lift and carry up to 50 lbs., use disinfectants and solvents common to custodial work.
- **Licenses and Certifications** - A valid Class 3 California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be required.
- **Education** - Completion of formal or informal education sufficient to assure the ability to read and write at the level required to perform the duties of the job safely and successfully.