

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED AUGUST 2007
RANGE: 40.0
CLASSIFIED
CODE: 2, 3, 5, 7, 9

CUSTODIAN II

DEFINITION

Under general supervision, to lead and participate in custodial and routine maintenance functions and activities;

to perform general custodial functions in maintaining equipment, special purpose facilities, buildings, offices, and adjacent grounds areas in a clean, neat, orderly, safe, and secure manner;

to do other related work as required.

EXAMPLES OF DUTIES

Assist in the planning, organizing, and leading of custodial and routine maintenance functional activities in accordance with a predetermined work schedule;

inspect and review the work of a custodial work crew, and provide assistance and direction as necessary;

perform skilled custodial functions in the setup, arrangement, and operation of special purpose equipment, such as projectors and other audio/visual equipment;

assist in setting up rooms for large and small group meetings;

coordinate and participate in the major cleaning of a facility during recess periods;

may shampoo, steam clean, and repair worn or torn carpeting;

perform emergency cleanup service resulting from breakages, vandalism, spilling, and illness;

prepare supply, material, and equipment requests in maintaining an adequate supply, material, and equipment operational inventory;

perform routine maintenance and preventative maintenance functions, including equipment adjustments, lubrication, and simple part replacement;

may assist in the planning and conduct of orientation and in-service training programs;

assist in the maintenance of custodial operational records;

help to receive and distribute supplies;

perform general custodial functions, including sweeping, mopping, waxing, dusting, cleaning restrooms, polishing, vacuuming, washing walls, and other general cleaning tasks;

provide technical input into the performance appraisal of custodial personnel;

lock and unlock gates and/or doors;

may release and set security systems;

may occasionally perform routine grounds maintenance functions.

QUALIFICATIONS

Knowledge of:

Methods, materials, and equipment used in cleaning and maintaining a wide variety of surfaces, equipment, and furniture;

planning, organization, and work scheduling procedures and techniques;

safe practices and working methods pertaining to cleaning and maintenance functional activities.

Ability to:

Effectively maintain work schedules and motivate custodial personnel to accomplish assigned tasks;

perform light to moderately heavy manual functions;

effectively lead and evaluate the work performance of custodial personnel;

assist in the training and orientation of new custodial personnel;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships;

lift 50 pounds;

climb ladders;

stoop, bend, kneel, squat, crawl and stand for long periods of time;

work with arms extended above body;

see and hear sufficiently to safely perform the duties listed above.

Experience:

Two (2) years of experience in custodial and maintenance work, preferably in an educational setting.

Education:

Equivalent to the completion of the twelfth grade.

Conditions of employment:

Pre-employment drug testing along with a pre-employment physical is a condition of employment.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer.

TS: gs

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