



Leadership • Collaboration • Support

JOB TITLE: Maintenance Custodian

CSEA Salary Schedule, Range 18

DESCRIPTION OF BASIC FUNCTION AND RESPONSIBILITY

To maintain the cleanliness, orderliness, and security of the buildings and grounds for assigned facilities, and to perform minor routine repairs as necessary.

JOB REQUIREMENTS AND QUALIFICATIONS

- Possession of a valid California state driver's license.
- Knowledge of current methods, materials, and equipment and their uses in maintenance/custodial work.
- Knowledge of safety rules as they relate to equipment and supplies.
- Ability to understand and follow both oral and written instructions.
- Ability to operate a variety of hand-powered and motor-driven tools.
- Ability to perform a variety of non-technical and routine maintenance and repair functions.
- Knowledge of simple painting procedures.
- Ability to read directions on cleaning supplies and operate equipment.
- Ability to work effectively and cooperatively with fellow employees, teachers, administrators, and students.
- Ability to meet the physical requirements for the successful performance of the job.
- Beginning level of skills as measured by a high school diploma or G.E.D. equivalent.

This work consists of routine to semi-skilled manual labor within a classification series.

ESSENTIAL DUTIES

- Sweeps, scrubs, mops, waxes, and seals floors, if needed.
- Dusts and washes windows, blinds, walls, and woodwork.
- Cleans restrooms.
- Collects and disposes of wastepaper and rubbish, using recycling receptacles, if available.
- Locks and unlocks buildings and gates; performs such maintenance duties as replacing light bulbs, unplugging minor plumbing problems, replacing toilet seats, painting, and securing in response to vandalism, repairing broken student chairs/desks and assisting in minor maintenance projects; securing premises including fire and intrusion alarms.
- Sweeps sidewalks, parking lots, and maintains playground covers.
- Picks up trash and debris on and around facilities.
- Performs minor, non-technical repairs and/or minor replacement tasks plumbing fixtures.
- Assists with painting of facilities and equipment.
- Assists with the more routine construction tasks for special building projects as necessary.
- Sets up equipment for special events as necessary.
- Identifies, inspects, and reports maintenance and repair needs and problems including program vehicles.
- Moves heavy equipment and/or furniture as necessary.
- Uses program vehicles as required including fueling and basic checking of fluid levels.
- Assumes responsibility for the safety and security of assigned areas.

MARGINAL DUTIES

- Checks room temperature and performs minor maintenance such as cleaning and replacing air conditioning filters.
- Performs related duties as required.

SUPERVISION RECEIVED

Employees in this classification receive general supervision within a well-defined framework of standard policies and procedures. Work is reviewed daily by users of the facilities.

SUPERVISION EXERCISED

Employees in this classification may act as lead persons to temporary or special projects assistants.

PHYSICAL ACTIVITY REQUIREMENTS

This position requires a physical examination be taken and passed based on the physical requirements listed below:

Work Position (Percentage of Time):

Standing (35%) Walking (70%) Sitting (5%)

Body Movement (Frequency):

None (0) Limited (1) Occasional (2) Frequent (3) Very Frequent (4)

Lifting – lbs. (0-40) Lifting (4) Bending (4)

Pushing and/or
Pulling Loads (3) Reaching
Overhead (3) Kneeling or
Squatting (4)

Climbing Stairs (3) Climbing Ladders (3)