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## HEAD CUSTODIAN – HIGH SCHOOL

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**JOB DESCRIPTION:**

Under general supervision, plan, schedule and perform routine cleaning and maintenance work in school, office or multi-purpose buildings of the district; to perform routine grounds maintenance gardening work; and perform minor repair work as required for the efficient operation of the site.

**QUALIFICATIONS:**

1. Knowledge: Knowledge of (a) methods, materials and equipment used in custodial and maintenance work and (b) requirements for maintaining school buildings and grounds in a safe, clean and orderly condition.
2. Ability: To use cleaning materials and equipment with skill and efficiency; use basic mechanical tools in performing minor repairs and adjustments; operate heating and ventilating equipment; safely use the hand and power tools for gardening and grounds-keeping work; maintain equipment and perform minor repairs and adjustments to building fixtures and equipment.
3. Education: Equivalent to completion of the twelfth grade.
4. License: Possession of a valid State of California school bus driver's license or the ability to secure one.

**TYPICAL DUTIES:**

1. Confers with principal regarding care and cleaning programs at a school plant, sees that rooms are set up for special events and needs.
2. Routinely inspects buildings and grounds for fire, sanitary and safety hazards; performs minor repairs and adjustments to building fixtures, landscaping systems, and site equipment; reports needed major repair work to proper authorities; makes necessary safety reports to appropriate officials
3. Initiates necessary groundskeeping and gardening work to maintain site areas, including lawns, playgrounds, athletic fields, or planted areas; plants, fertilizes and irrigates shrubs, trees and lawns; sweeps walks and picks up paper and rubbish.
4. Operates and checks low-pressure boilers, lights and HVAC units as needed.
5. Sweeps, scrubs, mops and waxes floors; washes windows; cleans walls; furniture, woodwork and other equipment.
6. May assist in the training and monitoring of inexperienced personnel.
7. Requisitions custodial supplies and equipment as needed.
8. Keeps appropriate records and prepares necessary reports.
9. Maintains radio communications with site office at all times while on duty.
10. May be on-call for emergencies as determined by the site administrator and Supervisor of Building and Grounds.

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## BUILDING CUSTODIAN AND MAINTENANCE

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Responsible for completion of summer maintenance schedule developed in cooperation with site administrator and Supervisor of Maintenance and Operations as follows:

- Paint inside and outside of buildings with brush, roller or spraying equipment. May have to climb ladder.
- Install or repair fences, do cement and asphalt work.
- Prune trees, hoe weeds, install and repair irrigation systems.
- Replace lights and clean light fixtures (use ladder)
- Shampoo carpets, Pull and push equipment and move classroom furniture.
- Scrub and wax floors using electrically powered floor machine. Mop the floor and apply wax with mop.
- Receives supplies, moves boxes.
- Does minor carpentry, electrical and plumbing work.
- Dust counters, cleans windows and general classroom cleaning.
- Other duties as assigned

### **PHYSICAL REQUIREMENTS:**

Employees in this position must have the following abilities:

1. Normal manual dexterity and hand-eye coordination required to operate power and motorized equipment using both hands.
2. Physical agility to frequently stoop, kneel, bend, crouch, reach overhead, grasp, push, pull, lift and move objects up to 50 pounds shoulder height and occasionally lift in excess of 50 pounds with assistance.
3. Demonstrate normal depth perception.
4. Stand and walk for extended periods.
5. See and read printed matter, with or without visual aids, distinguish colors, read and understand rules and policies, labels and instructions.
6. Verbal communication including the ability to speak and hear at normal room levels.
7. Ability to use telephones and office equipment.

### **WORK ENVIRONMENT:**

Work is performed in indoor and outdoor environments, exposure to dusts, oils, and cleaning chemicals. May work on ladders or scaffolding, may work with exposure to moisture, some exposure to childhood and other diseases in a school environment. Regular contact with Ripon Unified School District Staff, District Office Staff, and the public

**Immediate Supervisor:** Site Principal and Supervisor of Building and Grounds

**Assignment:** 8 hours per day as determined by Supervisor of Building & Grounds

**Salary:** CSEA Salary Schedule: Range 45