

CUSTODIAN III - (SITE BASED)**DEFINITION**

Under general supervision of a site administrator, maintains offices, classrooms, restrooms, and other assigned areas in a clean, sanitary and safe condition at an assigned middle school; performs minor maintenance and repairs as needed; directs the work of one or more custodians and performs other related duties in support of school and office schedules and activities.

The typical duties and employment standards are representative of positions within this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific position.

TYPICAL DUTIES

Unlocks grounds and buildings and de-activates alarm system; raises and lowers flag daily; inspects buildings and grounds for vandalism and safety hazards or other physical conditions requiring attention; reports hazards to supervisor; picks up trash and empties/cleans waste receptacles; vacuums, sweeps, mops, and scrubs floors; cleans and disinfects fountains, sinks, toilets, tables and adjacent areas; fills dispensers and machines with supplies; washes mirrors, windows, doors and walls. Uses a leaf blower, power washer or hose to clean sidewalks and other common areas; sets up chairs, tables and trash receptacles for meal periods, assemblies, meetings, workshops, and other special activities; moves and arranges school equipment such as desks, chairs, file/storage cabinets and audio/visual equipment. Performs non-technical maintenance and repair duties, assembles furniture and equipment and changes incandescent bulbs and fluorescent lamps to assist staff or to correct safety hazards; paints areas not requiring specialized techniques or already prepared by painter; prepares and submits requests for higher level maintenance and repair service. Receives, puts away, inventories and delivers supplies and packages; delivers water bottles to various locations; maintains a central supply room and submits a reorder list as necessary. Directs custodial staff and actively participates in a thorough cleaning and restoration of the site during school vacation periods. Assists site supervisor and staff with emergency preparedness (fire/disaster drills, emergency equipment maintenance, etc.).

In conjunction with the immediate supervisor, prepares work schedules and assigns work to a small custodial staff; instructs custodians in the performance of duties, including the proper use of materials and equipment; inspects the work of subordinates to insure proper and effective work performance; communicates with administrators and teachers about problems with cleaning; assists supervisor in hiring and evaluation of custodial personnel; and performs other related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The **Custodian II** generally is assigned to, and responsible for, a specific site during the day under the supervision of a Principal or other site administrator; in addition to cleaning duties, the incumbent performs a variety of related duties supportive of school activities. Supervision is typically less immediate in this classification and there are more non-routine duties. The **Custodian III- (Site Based)** performs all the duties of a Custodian II, but is assigned to a specific middle school site and, in addition, provides basic lead direction by assigning and reviewing the work of Custodians I assigned to that site not served by a traveling crew. The **Custodial Crewleader** is responsible for the cleanliness of schools/offices in an assigned geographic area. This is a lead class assigned to train and provide work direction to a team of custodians traveling from site to site, and to personally perform custodial work on an as needed basis.

EMPLOYMENT STANDARDS

Knowledge of: Cleaning methods and the use of cleaning materials, tools, and equipment required in custodial services; basic hand tools and their use; basic techniques for minor non-specialized repairs; basic painting techniques; standard safety practices and procedures; and basic principles of effective training and work leadership.

Ability to: Understand and follow oral and written directions; operate assigned custodial equipment such as vacuums, buffers, carpet shampooers, etc.; use common cleaning materials in a safe and efficient manner; learn and maintain cleaning schedules of assigned areas; perform minor non-technical repairs with hand tools; perform non-specialized painting; plan, schedule and coordinate work to meet established time lines; monitor supply inventory and maintain records; work cooperatively and effectively with co-workers, supervisors, staff, students, and the general public; be reliable in attendance, punctuality, and follow through; be flexible and adapt to changes in routine and the needs of the school; accept responsibility and work effectively and efficiently without direct supervision; make sound operating decisions, including in emergencies; effectively lead, train, and evaluate subordinates.

Essential Physical Activities and Work Environment: Sufficient stamina to stand, walk, climb, kneel, crawl, reach, twist, crouch, squat, balance and bend in the performance of custodial functions on a daily basis; strength to regularly transport boxes, trash cans and other objects weighing up to 50 pounds; mobility to climb and descend ladders; sufficient finger dexterity to operate cleaning equipment and grasp, push, and pull heavy equipment and objects (e.g. desks, chairs, tables, file/storage cabinets, audio/visual equipment, etc.) weighing over 150 lbs; sufficient stamina to perform moderate to heavy manual labor on a daily basis; sufficient dexterity to work in confined areas; sufficient hearing and speaking to give and receive instructions; and vision sufficient to observe work areas and read fine print.

Work is subject to exposure to dust, dirt, odors, noise, vibrations, heights, poor ventilation, solvents, chemicals and fumes. Work is conducted occasionally in adverse weather conditions, and is performed in both indoor and outdoor environments.

Typical Background: Any combination of training and experience that demonstrates the knowledge and abilities to perform the typical duties. A usual way to obtain the knowledge and abilities would be at least two years of custodial or other manual work experience and a pattern of reliable attendance. Custodial experience in a school district or agency with similar cleaning requirements is desirable.

Qualifications: In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.