



OCEAN VIEW SCHOOL DISTRICT
Personnel Commission



Committed to ensuring a dynamic and collaborative learning community that prepare students for lifelong success!

Head Custodian

JOB SUMMARY:

Under general supervision of the Director, Maintenance, Operations and Facilities or designee and in collaboration with the site administrator, the Head Custodian opens the school/site and keeps assigned structures and surrounding areas in a clean, sanitary, safe and orderly condition; performs custodial and cleaning duties; daily meets with and coordinates the work of evening custodial staff; does special cleaning assignments, including those involving outside areas as requested; secures rooms, buildings and appurtenances;.

CLASS CHARACTERISTICS:

The Head Custodian is distinguished from the Lead Evening Custodian class in that the primary assignment is the opening and cleaning of District offices and school sites during daytime business hours and that of the Lead Evening Custodian is to close, clean, and perform other assigned duties at the school sites during evening hours. The Head Custodian is distinguished from the Custodian class in that the Head Custodian is a working leader responsible for assisting the Maintenance and Operations Supervisor with collaboration of the Lead Evening Custodian to schedule, assign, inspect, train, and provide work direction to custodial staff.

REPRESENTATIVE DUTIES:

The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

Essential Duties

- Sweep, mop, scrub, vacuum, wax, various applicable interior and exterior areas, walkways, and floors, removing gum and spots as needed;
- Clean and maintain school facilities (restrooms, locker rooms, showers, classrooms, conference rooms, walls, windows, blackboard/whiteboards, custodial equipment etc.);
- Pick up litter from around the school/site, empty trash and waste receptacles, fill soap and paper dispensers, and change light bulbs as necessary;
- Assure security of District facilities by unlocking and locking of doors, gates, and windows, and turning lights on/off as appropriate;
- Prepare and clean facilities for opening, lunch and nutrition periods indoors or outdoors depending on the weather;
- Check areas for vandalism, repair damage, and clean/remove graffiti as necessary;
- Move and arrange furniture and equipment for special events and activities;
- Respond to a variety of urgent and/or emergency calls for custodial, light maintenance, or other services;

- Perform light maintenance tasks on buildings and general grounds at a school or office site including, but not limited to, doing minor repairs on furniture, office and instructional equipment, carpet, locks, doors, hinges and related closing devices, plumbing and/or restroom, and playground equipment; write and monitor work orders for the more major repairs;
- Communicate and report with site administrator and/or Maintenance and Operations Supervisor regarding needed equipment servicing and repairs, maintenance, safety and activity issues in accord with established procedures;
- Provide assistance to maintenance staff in performing District zone maintenance tasks;
- Conduct regular facility inspections for safety and to determine maintenance and repair needs;
- Rake and ensure proper depth of wood chips in sand box areas where playground equipment is located;
- Work with community groups that use school grounds and facilities to ensure rooms are properly set up and configured to meet user requirements.

Other Related Duties

- Travel to various sites to participate in special assignments, pick up materials and equipment, and/or engage in District tin-service training Train, coach, provide leadership, and work direction to assigned evening Custodians;
- Provide input regarding employment, retention, training, and performance evaluation of custodial staff;
- Dust, wax, wash and polish furniture, woodwork, cupboards, counters and other surfaces and areas as site schedule permits;
- May adjust thermostats, as authorized and/or required;
- May water lawns and shrubs;
- May assist school staff as emergencies arise, enforce closed campus policy and may provide a custodial presence during lunch and/or nutrition periods;
- May assist school site personnel with bus pickups of students to monitor attendance.

SUPERVISION:

Receives general supervision from the Director, Maintenance, Operations and Facilities or designee and works in collaboration with the site administrator. Supervision is not exercised over other employees. However, leadership, guidance, and specific cleaning assignments may be provided to evening custodial staff.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Proper methods, materials, cleaning products, tools, and equipment used in custodial and light building maintenance work;
- Safety rules, regulations, precautions, and procedures applicable to school buildings and disposal of hazardous materials;
- Modern cleaning methods to maintain school facilities in a clean and sanitary condition;
- Basic mathematics and recordkeeping techniques;
- English usage including grammar, spelling, and punctuation;

- Basic computer and software including Microsoft Office email, internet computer applications, and maintenance job tracking applications;
- Basic principles of leadership, training, and providing work direction to others,

Ability to:

- Effectively perform custodial procedures, methods, and techniques in a school environment;
- Lead and provide direction/training on cleaning methods for evening custodial staff;
- Independently work safely and efficiently while meeting schedule and time lines;
- Use common cleaning equipment and supplies safely and efficiently;
- Maintain classrooms, offices, and other school facilities in clean, safe and secure condition;
- Read, write, understand and follow verbal and written instructions in English, including those found on custodial supplies and equipment and following a work schedule;
- Understand and carry out oral and written instructions, well enough to be understood and convey specifics in emergency situations;
- Maintain simple records;
- Maintain consistent, punctual and regular attendance.
- Learn to operate a personal computer, email and internet computer applications and applicable shop specific software;
- Establish and maintain effective interpersonal relationships and effectively communicate using tact, patience and courtesy in a manner that reflects positively on the District.
- Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disabilities and sexual orientation of students, parents, teachers, administration and staff.

EMPLOYMENT STANDARDS:

Education:

- Individuals possessing the foregoing knowledge, skills and abilities listed above are considered to possess education necessary to succeed in this classification. The basic educational skills are typically acquired in completion of high school.

Experience:

- One (1) year of experience as a custodian working independently in cleaning and maintaining major buildings and adjacent areas is required, prior experience in custodial work for a school district is desirable.
- Prior custodial experience in a California School District is highly desirable.

Licenses Required:

- Some positions may require a valid and appropriate California Driver License in order to pick up supplies.

PHYSICAL DEMANDS, WORKING ENVIRONMENT AND HAZARDS:

The physical demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to

enable individuals with disabilities to perform the essential functions.

Work Environment:

The job operates in a school ground environment, predominately standing and walking. The noise level can vary depending upon daily activity but will remain within moderate noise level range. The role routinely uses various cleaning agents that may affect the respiratory system such as fumes, odors, dusts, mists, and gases. The incumbent will be subjected to inside and outside environmental conditions with frequent temperature changes; exposed to hazards including moving mechanical parts, sharp objects, scaffolds, chemicals, and moving vehicles. The incumbent has direct and indirect contact with public and other district staff. The position requires working with high volume, tight deadlines, being subject to frequent interruptions, and without direct guidance from supervisor.

Physical Demands:

While performing the duties of this job, the position is continuously required to stand for sustained periods of time, walk, lift, carry, push, pull, stoop, reach, grip, and use repetitive motions of the wrists, hands, and fingers. The incumbent frequently talks and hears; will sometimes climb, kneel, and crouch; rarely will the incumbent sit. The work involves little to very heavy physical efforts; frequently exerts 20 - 50 pounds of force to lift and carry; sometimes exerts up to 100 pounds to push, pull, or move objects. This position requires visual acuity sufficient to perform activities such as operating custodial and other related equipment that are within an arm's reach. Employment contingent upon passing physical and back evaluation test.

SALARY RANGE

Range 32

Classified Bargaining Unit

Last revised 5/9/02

Revisions effective 10/13/05, 8/14/14, 7/14/16

Job Description Review and Revisions Effective: 4/13/17