



**CODE: 53011**  
**UNIT: BLUE COLLAR**  
**GRADE: 2**  
**FLSA: Non-exempt**

### **CLASSIFICATION**

CUSTODIAN / GROUNDS MAINTENANCE WORKER

### **SUMMARY**

Perform various cleaning duties in assigned areas of district buildings or schools in accordance with county health department standards and standards established by site administrators. Assists in the maintenance of school grounds, building exterior areas and athletic playing fields.

### **MINIMUM REQUIREMENTS**

Six months custodial/housekeeper experience.

Six months experience in grounds maintenance or landscaping.

Basic math skills.

Verbal & written communication skills in English and a demonstrated ability to read and comprehend written/graphic and oral instructions.

Any equivalent combination of experience, training, or education.

### **ADDITIONAL REQUIREMENTS AFTER HIRE**

FBI fingerprint background check (at employee's expense).

Proof of immunity to rubeola (measles) and rubella (German measles), or proof of MMR immunization.

Must successfully complete the mandatory TUSD New-Hire Custodial Training prior to placement in position.

Post-offer/pre-employment lift test.

Must hold a current Arizona Driver's license and have accrued no more than the allowable points against Driver's License as described under [Governing Board Policy: EEB-R-1](#) Business and Personnel Transportation Services - Transportation by Employees.

### **ESSENTIAL FUNCTIONS**

**THE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED**

Sweep, mop, vacuum, buff, wax, polish floors and vacuum carpets; empty trash Ensure heating and cooling systems are turned on/off. Check gauges to ensure system is operating within established limits. Ensure school buildings and secured areas are open at beginning of school day and secured at night. Clean, sanitize, and disinfect restrooms, locker rooms, showers and drinking fountains. Dust and clean furniture, blinds, windows, and equipment. Check supply levels. Submit request for additional supplies to supervisor for approval. Practice school pride guidelines regarding minor repairs, refurbishing, relocations of school equipment and property. Assist in the Maintenance of school grounds cut/mow, rake and trim lawns. Remove debris from grounds, plant shrubs, trees or flowers. Prune shrubs and trees, weed grounds. Inspect grounds for safety hazards and vandalism, reports findings to supervisor. Perform routine maintenance checks and inspection on equipment such as: check and change oil; air filters, replace damaged spark plugs, etc. Clean and oil hand tools. Empty school grounds garbage cans and replaces liners. Check sprinkler heads and lines. Perform minor repairs of sprinkler heads and lines up to 2" inch diameter. Water lawns, trees and shrubs using automated and non-automated sprinkler systems.

**MARGINAL FUNCTIONS Assist** in washing, cleaning and dusting of outside of buildings (walls, doors, tables, walkways, etc.) Ensure school crossing signs are out at start of school day and removed at end of school day. Maintain records of work orders and equipment out for repair. Assist in the annual inventory of all equipment in the school. Change combinations on lockers and maintain log of combinations. Assign and maintain a log of overtime. Set up gym, auditorium, or cafeteria for special events, meetings, games, or plays. Ensures area is clean and restores original set-up. Perform maintenance to include such items as; fixing pencil sharpeners, adjusting desks, replacing light bulbs, cooling filters, adjusting doors, etc. Move furniture, equipment, or fixtures as requested. Assist in the preparation of all athletic fields for play according to the Arizona Interscholastic Association Regulations, to include such tasks as: measures, drags, rakes, lines, marks and cuts fields. Sets up portable fencing; Trims fields, reseeds fields. Requires reading of manuals and forms

**MENTAL TASKS** Communicates. Performs functions from oral and written instructions. Evaluates written materials. Comprehends.

**PHYSICAL TASKS** Work involves the performance of duties where considerable physical exertion is required as a normal part of the job. Assistance is normally available to perform unusually physically demanding tasks. Work may involve lifting and carrying objects weighing as much as 75 pounds up to 50 yards as a regular part of the job. Climbing, stooping, bending, reaching, walking and sitting for extended periods of time may be required as a normal part of the job. Employees must not have any limitations of motion, and vision and hearing should be rated as acceptable to obtain the required driver's license. Verbal communicative ability may be required of public contact positions.

**EQUIPMENT, AIDS, TOOLS, MATERIALS** Utilizes office equipment such as computers, telephones, printers, and copy machines. Requires use of hand tools. Operate power driven machinery. Operates a standard or automatic transmission motor vehicle.

**WORKING CONDITIONS** Indoors. Classrooms, bathrooms, offices. Contact with employees. Exposure to chemicals. Outdoors. All weather conditions/temperatures. Exposure to gas, noise, fumes and dust.

**CONTROL, SUPERVISION** None.

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