

Yuba City Unified School District
HEAD CUSTODIAN I

RANGE 28.5

DEFINITION

Under general supervision, to plan, organize and supervise the activities of five (5) or less custodial staff; perform custodial duties; do related work as required.

EXAMPLES OF DUTIES

Performs routine custodial duties; confers with principal or supervisor regarding care and cleaning of the school plant; participates in and supervises the work of staff; informs principal of needed repairs; prepares for and arranges custodial services for a variety of activities or events; maintains a sufficient quantity of janitorial materials; makes minor repairs to school equipment and buildings; checks heating system to insure adequate heating throughout the plant and changes heating and cooling filters as directed; inspects buildings and grounds for waste, vandalism and hazardous conditions; resets clocks; hoists flags; receives and delivers supplies; rearranges equipment and furniture among the various school buildings; operates powered vehicles; performs seasonal grounds duties.

EMPLOYMENT STANDARDS

Education and/or Experience: Requires completion of high school as evidenced by reading and arithmetic skills and abilities; plus three (3) years of custodial and maintenance experience and special training in safety and handling of hazardous materials. Read and understand and maintain MSDS sheets required.

Knowledge and Skills: Requires a thorough knowledge of the methods, materials, tools and equipment utilized in custodial and general maintenance. Requires considerable skill in using the full range of equipment used in custodial work. May require understanding of the operating principles of heating and air conditioning equipment. Requires a working knowledge of District operations, goals and objectives, specifically as they apply to the individual site. Must have thorough knowledge of work hazards including chemical reactions and safety practices. Requires knowledge of the practices and principles of supervision. Requires a general understanding of the principles of report writing and record keeping.

Abilities: Requires the ability to perform all of the essential duties of the position on a journey level. Requires the ability to schedule, assign and review the work of Custodians. Must be able to assist in the selection, leadership, training and evaluation of assigned staff. Requires the ability to plan, prioritize and assign work in order to meet schedules and timelines. Must be able to write and maintain routine records, reports and correspondence. Position requires sufficient communication skills to interact with a wide range of contacts within and outside of the school setting.

Physical Abilities: Requires the ability to bend, twist, kneel and stoop repeatedly. Job duties require repetitive arm and shoulder motions with moderate exertion. Ability to stand and walk for extended periods of time. Ability to lift light to medium weight materials or equipment up to 50 pounds on a regular basis, over 50 pounds on an occasional basis. Requires visual acuity and depth perception to operate equipment and read safety materials, manual dexterity to grasp and operate tools and equipment used for the job.

Licenses and Certificates: Requires a valid California Driver's License.