

## William S. Hart Union High School District

## Position Description

Position: Maintenance Custodian/Groundskeeper	
Job Family: Maintenance and Operations	FLSA: Non-exempt
Approved by: Personnel Commission, April 20, 2011	Salary Range: 200

### **Summary**

Under the direction of the Director of Maintenance and Operations and Maintenance Supervisor, performs a variety of routine maintenance, minor repair, custodial and groundskeeping functions and is responsible for the overall care and cleanliness of the buildings and grounds at a District work site.

### **Distinguishing Career Features**

The Maintenance Custodian/Groundskeeper performs semi-skilled activities requiring experience, competency and physical abilities in connection with various custodial and groundskeeping functions, and trades such as plumbing, electrical, carpentry, heating, ventilation, air conditioning and painting.

### **Essential Duties and Responsibilities**

- Coordinates work orders for District maintenance staff.
- Consolidates custodial supply requests and submits orders for supplies.
- Replaces electrical fuses, light bulbs and fluorescent tubes, switches and receptacles.
- Performs minor repairs to buildings and equipment.
- Performs minimum or temporary repairs to windows, doors or other portions of buildings.
- Repairs leaking faucets, urinals and toilet bowls. Cleans drains and removes obstructions from lines, pumps, urinals, toilet bowls and drinking fountains.
- Replaces air filters according to established schedule. Sets thermostats and timer.
- Prepares various surfaces for painting. Applies paint to interiors and exteriors of buildings as needed. Removes paint and graffiti.
- Repairs handrails, dry-wall, floor tile, ceiling tile, door closers, doors and roll up doors.
- Constructs a variety of items such as chair-rails, furniture carts, picture frames and signs.
- Installs, repairs and replaces classroom aids including white boards and projector screens.
- Sweeps, scrubs, waxes and polishes concrete, linoleum, tile and floors. Cleans and vacuums rugs.
- Cleans and dusts walls furniture, woodwork, blackboards, and other equipment; cleans and polishes metal work.
- Scrubs and disinfects restrooms and drinking fountains.
- Empties and cleans waste containers.
- Assists office and cafeteria personnel in lifting and storing supplies.
- Sets up and cleans rooms or facilities for meetings or special events.
- Maintains planted areas, trims trees and shrubs, rakes and picks up debris.
- Performs minor repairs to irrigation systems.
- Fertilizes grass, trees and shrubs as needed.
- Operates a variety of hand and power tools and equipment including saws, drills, grinders, routers, paint sprayers, lawn mowers and edgers.
- Works from verbal and written instructions and work orders.
- Communicates with District personnel and/or various outside agencies to exchange information and resolve issues or concerns.

- Maintains work areas, equipment and tools in a safe, clean and orderly condition.
- Maintains required records and reports related to work orders, materials and assigned activities.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### **Knowledge and Skills**

- Methods, techniques, materials, tools and equipment used in building, grounds maintenance and construction.
- Basic carpentry, electrical, heating, ventilation, air conditioning, painting, plumbing and lock-and-key practices.
- Safe work practices and OSHA standards for school maintenance and safety procedures.
- Uses and purposes of hand and power tools and equipment used in construction, groundskeeping and general maintenance.
- Modern cleaning methods and procedures.
- Knowledge of and skill at using a computer to access email and common office productivity and/or order processing software to access work related information.
- Sufficient math skills to make measurements and order materials and equipment.
- Sufficient human relations skills to work as part of a team and convey technical information to and from co-workers and District staff.

### **Abilities**

- Perform basic carpentry, electrical, heating, ventilation, air conditioning, painting and plumbing work.
- Maintain productive and cooperative working relationships with others.
- Apply effective reasoning to identify problems, apply sound judgment and solve practical problems.
- Operate a vehicle to conduct work.
- Understand and follow oral and written instructions, including safety rules, policies and procedures.
- Observe safe work practices and handle hazardous materials according to accepted procedures.
- Complete training within a reasonable time in handling, storage, and disposal of hazardous materials, asbestos awareness, OSHA standards, and blood borne pathogens.

### **Physical Abilities**

- Function indoors in a shop environment and/or outdoors in the field engaged in work of primarily an active nature.
- Ambulatory ability to walk and carry tools and apparatus for 400 yards.
- Sufficient strength and agility to lift, load, move, push and pull objects of heavy weight (up to 70 pounds).
- Hand and finger dexterity to operate specialized equipment and tools.
- Balance to work above ground.
- Climb (e.g. ladders and poles), stoop, bend, crawl, kneel, stoop and crouch on a regular basis.
- Reach overhead, above the shoulders and horizontally.
- Work in extreme temperature conditions.
- Visual acuity to read and observe diagrams, manuals, work conditions, and perform repairs.
- Auditory ability to carry on conversations in person and over the telephone.

**Education and Experience**

High school diploma or equivalent plus two years of experience in general maintenance and experience with modern cleaning and groundskeeping methods and procedures.

**Licenses and Certificates**

Valid California driver's license.

**Mandatory Requirements**

Safe driving record. Must be insurable and maintain insurability by the District's insurance carrier(s).

**Working Conditions**

Work is performed indoors and outdoors in extreme weather conditions where significant health and safety considerations exist from physical labor, exposure to machinery with moving parts, handling of materials, risk of electrical shock and possible exposure to blood borne pathogens.