

JOB DESCRIPTION
Pleasanton Unified School District

HEAD CUSTODIAN - HIGH SCHOOL

Purpose Statement:

The job of Head Custodian - High School is done for the purpose/s of maintaining an attractive, sanitary and safe facility for students, staff and public; providing equipment and furniture arrangements for meetings, classroom activities and events; coordinating and directing the work of Custodial and Grounds staff; and minimizing property damage, loss and liability exposure.

Essential Functions

- Arranges furnishings and equipment (e.g. assembly, meetings, luncheon, banquets, sport events, removing furniture, etc.) for the purpose of providing adequate preparations for meetings, classroom activities and special events.
- Attends in service training (e.g. blood born pathogens, cleaning solvents, first aid, etc.) for the purpose of receiving information on new and/or improved procedures.
- Checks master calendar and faculty use forms daily for the purpose of ensuring that all activities are included in the days work schedule and/or identifying scheduling conflicts.
- Cleans assigned facilities and grounds (e.g. classrooms, offices, restrooms, gyms, swimming pool, grounds, etc.) for the purpose of maintaining a sanitary, safe and attractive environment.
- Conducts various types of drills (e.g. fire, intruder, earthquake, etc.) for the purpose of ensuring that emergency procedures are in order.
- Coordinates facility maintenance activities and assigned custodial and grounds personnel for the purpose of ensuring functions are performed efficiently and providing input to the Principal for evaluation of personnel.
- Delivers various items (e.g. supplies, furniture, audio visual equipment, boxes, etc.) for the purpose of distributing materials to the appropriate parties.
- Evaluates situations (e.g. involving staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Inspects facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather conditions, etc.
- Maintains supplies and equipment (e.g. cleaning solutions, swimming pool chemicals, paper products, vacuum, mops, etc.) for the purpose of ensuring the availability of items required to properly maintain facilities.
- Performs preventative maintenance and/or minor repairs/replacements (e.g. broken glass, assembles furniture, toilet leaks, faucets, light fixtures, etc.) for the purpose of ensuring availability and safety of facility.
- Prepares facility for daily operations (e.g. opening gates, building access doors, raise flag, traffic cones, etc.) for the purpose of ensuring facilities are operational and safe for occupancy.
- Prepares various reports (e.g. requisitions, safety inspections, work orders, inventory records, time sheets, etc.) for the purpose of providing information required to maintain the facility.
- Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, graffiti, unauthorized individual, animal, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and maintaining a functioning educational environment.
- Secures facilities and grounds for the purpose of minimizing property damage, equipment loss and potential liability to organization.
- Trains new hires for the purpose of orienting them to their job functions.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating equipment and materials used in industrial maintenance; adhering to safety practices; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge required to satisfactorily perform the functions of the job includes: methods of industrial cleaning including floor and carpet; basic tools used for minor repairs; and safety practices and procedures

ABILITY is required to schedule activities, meetings, and/or events; collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; meeting deadlines and schedules; working as part of a team; and setting priorities.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: significant lifting, carrying, pushing, and/or pulling; some climbing and balancing; frequent stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 5% sitting, 70% walking, and 25% standing. The job is performed under minimal temperature variations and some hazardous conditions and in varying atmospheric conditions.

Experience Job related experience with increasing levels of responsibility is desired.

Education High School diploma or equivalent.

Required Testing

Pre-employment Proficiency Test

Continuing Educ. / Training

None Specified

Certificates & Licenses

Valid Driver's License

Clearances

Criminal Justice Fingerprint/Background Clearance

TB Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

Classified 28