

**North Monterey County Unified School District**  
**CLASSIFIED POSITION DESCRIPTION**

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Position Title:	<b>HEAD CUSTODIAN III</b>
Job Family:	Maintenance & Facilities
Reports to:	Site Principal/Administrator and/or Director, Facilities, Maintenance, Operations and Transportation.
Salary Level:	Range 30
Calendar:	Classified 12Month

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**SUMMARY:**

Under the direction of the Principal, oversee and participate in a variety of cleaning, grounds keeping and custodial maintenance activities at an assigned high school; train and provide work direction to assigned staff.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** To perform a job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in the job description are representative of the knowledge, skills and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Plan, organize and schedule custodial services at the school site and perform or lead the work of others in performing a variety of custodial tasks; oversee the general maintenance of school site, buildings and grounds; assure work orders are completed in a timely fashion.
- Train and provide work direction to assigned staff; assist in the selection, provide training and input to the supervisor on the evaluation of regular staff and student assistants.
- Monitor inventory levels of instructional and custodial supplies; order, receive, store and distribute instructional and custodial supplies and materials as directed.
- Lead and participate in the cleaning and sanitizing of restrooms, showers, locker rooms, shops, cafeterias, gymnasiums, offices and related facilities; dust and polish furniture and woodwork; empty waste receptacles; spot mop spills; remove gum, debris and graffiti as needed.
- Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile and windows; unclog drains and toilets; ensure waste management and recycling programs are being managed and operated effectively.
- Sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets in classrooms, offices, workshops and other work areas; spot clean and shampoo carpets; determine needs, order and maintain inventory of needed cleaning and ground keeping supplies and materials.
- Pick up paper and other debris from school grounds, walkways and areas adjacent to school facilities; remove and dispose of banners and posters; sweep concrete surfaces adjacent to school building.
- Perform general ground maintenance work, including planting and cultivating of shrubs, flowers, trees, hedges and plants; keeps designated school sites free of pests and plant diseases; fertilizes, prepares and treats soil for planting; ensure proper maintenance of ground keeping equipment and tools.
- Perform general maintenance and repairs to facilities and grounds; perform repairs on plumbing fixtures; perform repairs on electrical, such as replacing ballast, fixtures, light switches and other electrical equipment; make emergency repairs within the guidelines of maintenance; Paint and remove graffiti; service heating and ventilation filters.
- Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, steam cleaners and other equipment as assigned.
- Coordinate the use of school facilities by community organizations and outside groups; plan and coordinate custodial work as necessary to prepare facilities for special events; move and arrange furniture and equipment; collaborates with cafeteria staff to ensure storage room maintenance.
- Provide general support of campus safety in ensuring proper communication, school alarm maintenance and lockdown procedures; provide oversight to ensure campus security unlock and

lock doors and gates, ensuring facilities are properly secured; set alarms as appropriate, participate in emergency drills.

- Raise and lower flags; lead and participate in thorough cleaning and restoration of a school plant during school vacation periods.
- Prepare gyms and playing fields for games and events.
- Communicate with personnel, outside agencies and others to exchange information and resolve issues or concerns.
- Report safety, sanitary and fire hazards to appropriate personnel; report need for maintenance repairs to appropriate authority.
- Maintain various records related to facility usage, inventory and assigned activities.
- Attend weekly meetings with administration and educational leaders to discuss activities and events scheduled for the week; Maintain a "facility use" calendar and schedule custodians for such activities and events. Assist the custodial and grounds staff in preparation of these activities.
- Attend safety workshops and other training programs as requested; hold in-service training for custodians on safety procedures and monitor custodial and grounds staff periodically to ensure safety procedures are followed.

#### Other Duties

- Perform minor maintenance and repair activities.
- Other duties as assigned.

#### **REQUIRED QUALIFICATIONS:**

##### Education and Experience:

- Any combination equivalent to: graduation from high school and three years of custodial work experience.

##### Licenses and other Requirements

- Valid California Class C Driver's license with proof of insurance. (*Must submit authorization for License Pull Notice*)

##### Knowledge of:

- Proper methods, techniques, materials, tools and equipment used in modern custodial work.
- Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.
- OSHA approved safety guidelines and procedures for cleaning and ground keeping equipment use.
- Requirements of maintaining buildings and grounds in a safe, clean and orderly condition.
- Knowledge of athletic field/court preparation based upon CIF and other governing body regulations.
- Appropriate safety precautions and procedures.
- Proper methods of storing equipment, materials and supplies.
- Oral and written communication skills.
- Record-keeping techniques.
- Principles of training and providing work direction.

##### Ability to:

- Oversee and participate in a variety of cleaning and custodial maintenance activities.
- Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.
- Estimate quantity and types of supplies needed.
- Understand and follow oral and written instructions.
- Move and arrange furniture and equipment.
- Operate assigned custodial equipment.
- Observe health and safety regulations.
- Perform minor non-technical repairs.
- Observe and report need for maintenance and repair.

- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records related to work performed.
- Meet schedules and time lines.

**DESIRED QUALIFICATIONS:**

- Specialized licensing in electrical, carpentry, plumbing, or related.
- Experience as a custodian in a school setting.
- Hazmat and other safety training.

**WORKING CONDITIONS:**

Work Environment:

- Indoor/Outdoor environment.

Physical Demands:

- Dexterity of hands and fingers to operate a variety of custodial equipment.
- Walking or standing for extended periods of time.
- Seeing to perform custodial duties.
- Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders and working from heights to replace light bulbs.


Hazards:

- Subject to fumes, dust and odors.
- Exposure to cleaning agents and chemicals.
- Working on ladders.
- Exposure to blood and bodily fluids.

*The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.*

**CSEA and DISTRICT AGREEMENT**

CSEA  DATE 6-12-18

DISTRICT  DATE 4/12/10

Board Approved: May 24, 2018