

Corning Union High School District
Job Description
JOB TITLE: Custodian Maintenance Utility Grounds - CMUG

Salary Range: 6

Dept. /Family: Custodial Maintenance

Immediate Supervisor: Director of M & O

Approved: / / 2018 Board of Trustee

DEFINITION:

Under the direction of the Director of Maintenance and Operations, to follow a schedule in the performance of custodial and light maintenance duties required to maintain assigned rooms, equipment, buildings and adjacent areas in a clean, orderly and secure manner.

Maintenance / Utility/ Grounds work may include mowing, trimming, and general cleanup as directed. This is an Entry Level Custodial/ Maintenance/ Utility/ Grounds position.

Generally, works under direct supervision or as part of a team.

ESSENTIAL FUNCTIONS:

- Perform a range of custodial and light maintenance duties involved in cleaning and maintaining assigned rooms, equipment, buildings and adjacent areas.
- Perform custodial maintenance work as directed including moving, arranging and setting up furniture and equipment for athletic and special events and meetings.
- Perform general grounds maintenance work, including sweeping walkways, removing trash, raking leaves and removing weeds.
- Water, mow, edge and trim lawns and athletic fields;
- Trim and cultivate trees, plants, shrubs as directed.
- Operate and take care of gardening and grounds maintenance equipment, including District vehicles, power lawn mowers, edger, hedge trimmer, hand mower, saw, shears.
- Assist with minor repairs to district irrigation systems.
- Perform painting, set up for athletic or special events or assist other maintenance worker with projects.
- Operate District vehicles safely on roads and school grounds.
- Clean equipment used during work; report any emergency, safety, health, or fire hazards observed.
- May operate a variety of hand tools and equipment, including wet/dry vacuum cleaners, and other custodial maintenance equipment and tools.
- Transport goods from one location to another as assigned; unload supplies off trucks.
- May be directed to assist in performing routine maintenance duties, including repairing hinges, doors, hose connections, desks and chairs.
- May be directed to assist performing routine painting, plumbing and other related maintenance tasks using hand and power tools.
- May assist in checking and changing filters.
- Perform related duties and responsibilities as assigned.

ENVIRONMENT:

- Work is performed inside and outside.
- Exposure to cleaning materials, heat, cold, humidity and moisture.
- Work is subject to constant interruptions.
- Exposure to uncomfortable working conditions and equipment hazards including exposure to hazardous chemicals, extreme weather conditions, heat, noise, air contaminants, fumes or dust, harsh cleaning agents and other skin irritants, trash, animal or human waste.

- The noise level in the work environment is usually loud when around equipment.
- Occasional contact with students and school staff.
- Some travel to District sites and locations.

PHYSICAL REQUIREMENTS:

- Ability to sit, stand, walk, kneel, bend, crouch, stoop, squat, twist, climb or crawl in confined spaces.
- Requires frequent walking, sitting or standing for extended periods of time.
- May be required to lift, move and carry items weighing up to 50 pounds.
- May be required to climb or work on ladders or on a roof.
- Physical ability to perform light to moderate manual labor.
- Strength of hands and arms to operate modern landscape and maintain equipment.
- Employee may frequently be required to push, pull, lift, sweep, and rake.

REPRESENTATIVE DUTIES:

- Sweep, scrub, mop; vacuum rugs and carpets using cleaning equipment such as wet vacuum, and a vacuum cleaner.
- Dust, clean and polish furniture and woodwork.
- Wash windows, door glass, walls, sinks and drinking fountains.
- Clean restrooms; fill paper and soap dispensers.
- Clean white boards as needed or directed.
- Clean, stack and store furniture and equipment.
- Turn out lights and secure area by locking doors, windows and gates.
- Assist in trapping gophers; remove rodents from school grounds.
- May assist filling and leveling turf areas, including removing rocks and reseeding.
- Change lights bulbs as directed.
- May learn to operate buffer, floor scrubber/polisher, drills, sanders or other power equipment under direct supervision.
- Mow lawns with manually propelled lawn mower.
- Mow fields with hand and riding mowers.
- Unloads and stacks miscellaneous supplies.
- Digs holes, rakes leaves, and sweeps various surfaces.
- May paint a variety of outdoor surfaces.
- Empty and clean pencil sharpeners and waste receptacles.

KNOWLEDGE, ABILITIES AND SKILLS:

- Basic methods, materials and equipment used in cleaning and maintaining various types of building surfaces and furniture and equipment.
- Basic methods, materials and tools used in planting, cultivating and caring for lawns, fields, shrubs, trees and plants, including plant identification, pests and diseases.
- Occupational hazards, modern safety practices and procedures and standard safety practices necessary in custodial work as they pertain to cleaning methods, materials and equipment.
- Occupational hazards and standard safety practices necessary in grounds and maintenance.
- Practices of custodial and minor maintenance of District buildings.
- Cleaning chemicals and their interaction.
- Operate and maintain a wide variety of equipment and tools required for grounds and maintenance work in a safe and effective manner.
- Operate a motor vehicle safely. Safe driving principles and practices.

- Learn and correctly interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Learn a full range of grounds and maintenance duties and tasks.
- Understand and follow oral and written instructions.
- Identifying and recommending solutions to problems.
- Learn and acquire skills necessary to perform routine maintenance tasks such as repairing hinges, doors, hose connections, desks, and chairs using hand and power tools and to change lights bulbs.
- Acquire skills necessary to perform routine painting, plumbing, and other related maintenance activities using hand tools.
- Learn to correctly interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Learn to perform a range of custodial maintenance duties under minimal supervision.
- Perform light to moderate manual labor.
- Perform heavy manual work for extended periods of time in all types of weather.
- Follow and maintain work schedules to ensure work is completed on time.
- Establish, maintain and foster positive and harmonious working relationships with those contacted during work.

QUALIFICATIONS:

- At least one year of work experience in the custodial/grounds/maintenance field preferred.
- One year of paid work experience
- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
- High School Diploma or equivalent required. The District will consider making an exception to this qualification if candidates have a plan to attain a diploma or equivalent and meet all other requirements.

LICENSE OR CERTIFICATE REQUIREMENTS:

- Possess a valid California Class C driver's license