

SAN LUIS OBISPO COUNTY OFFICE OF EDUCATION JOB

JOB TITLE: CUSTODIAN/GROUNDSKEEPER

REPORTS TO: Maintenance, Operations and Transportation Manager
SUPERVISES: No supervisory responsibilities

DEFINITION:

Under the supervision of the Maintenance, Operations and Transportation Manager, performs assigned custodial, grounds and minor maintenance duties for the specific school (s), site (s), and locations; and other related duties as required.

QUALIFICATIONS:

Required:

1. High school diploma or equivalent.
2. One year work experience as groundskeeper or custodian.
3. Valid California driver's license.
4. Federal Bureau of Investigation and the California Department of Justice fingerprint clearance as required by California Education Code.
5. Pesticide applicator certifications must be obtained within 130 days of employment.

Desired:

1. Knowledge of the procedures required to install, repair and maintain irrigation systems.

KNOWLEDGE AND ABILITY:

1. Knowledge of proper methods, techniques, materials, tools and equipment used in modern ground maintenance and custodial work.
2. Knowledge of appropriate safety precautions and procedures.
3. Knowledge of proper lifting techniques.
4. Knowledge of and understanding of Integrated Pest Management practices common in landscape installation and maintenance.
5. Ability to effectively use hand and power tools common to landscape maintenance.
6. Ability to maintain tools and equipment in clean working order.
7. Ability to operate a computer.
8. Ability to observe health and safety regulations.
9. Ability to meet schedules and time lines.
10. Ability to drive a vehicle to conduct work.
11. Ability to maintain regular and reliable attendance.
12. Ability to work independently, prioritize and manage multiple tasks and effectively apply time management skills.
13. Ability to establish and maintain positive and effective working relationships with diverse populations.
14. Ability to understand and carry out assignments in a neat, orderly, accurate, and timely fashion following verbal or written instructions with minimal supervision.
15. Ability to exercise sound judgments and decisions and to evaluate the results of those judgments and decisions.
16. Ability to deal with problems or issues involving several variables in standardized situations.

ESSENTIAL FUNCTIONS:

1. Perform routine custodial duties at designated SLOCOE school facilities and sites including classrooms, lounges, offices, hallways and other facilities during an assigned shift.
2. Sweep, scrub, mop, strip, wax and polish floors. Vacuum rugs and carpets, spot clean and shampoo carpets. Dust and polish furniture and woodwork. Empty waste receptacles and spot mop spills.
3. 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, walls, blinds, light fixtures and windows. Unclog drains and toilets.
4. Pick up paper and other debris from grounds, walkways and areas adjacent to SLOCOE facilities. Clean concrete surfaces and maintain natural areas adjacent to school building.
5. Perform routine grounds maintenance duties at designated SLOCOE facilities and adjacent grounds.
6. Care for and maintain assigned grounds including irrigation, mowing, weed control, edging, and fertilization of lawns. Check for damaged or broken irrigation lines and repair as necessary.
7. Move and arrange furniture, chairs, desks, tables, equipment, etc. as assigned. Set-up and assemble chairs, tables and other furniture and equipment for special events, activities and use of facilities. Clean up furniture, equipment and debris following these events.
8. Operate custodial equipment such as vacuums, mops, small hand and power tools, strippers, buffer/scrubber machines and other equipment.
9. Perform routine general maintenance and repairs to facilities, buildings, fixtures and equipment. Replace screws, pipes, parts, components, light bulbs and tubes. Refer major maintenance and repair needs to appropriate personnel.
10. Check for landscaping problems such as insects and diseases and correct as necessary. Identify pests and take appropriate action in accordance with the SLOCOE Integrated Pest Management Policy. Advise management on pest issues and discuss appropriate controls.
11. Perform specific horticultural needs such as pruning and special watering. Trim tree and bush branches as assigned.
12. Operate lawn mowers, air broom, lawn tractor, full sized tractor, pickup truck, weed eater, chainsaw and other equipment. Maintain and make minor repairs on equipment.
13. Pick up and dispose of litter and debris from grounds and parking lots.
14. Perform grounds maintenance duties in the beautification of designated grounds.
15. Monitor and report safety hazards and need for maintenance and repair.
16. Monitor inventory levels of custodial supplies. Assist with ordering, receiving, stocking and maintaining inventory of custodial supplies. Maintain groundskeeping supply inventory. Purchase supplies as needed.
17. Communicate with SLOCOE personnel to exchange information and resolve issues or concerns.
18. Operate a computer to communicate with online work order system.
19. Handle confidential information and materials with complete security.
15. May drive a school vehicle for other tasks as needed and as assigned.
16. Perform heavy physical labor as related to ground maintenance activities.
17. Monitor and report safety hazards and the need for maintenance and repair.
18. Drive a vehicle to conduct work.
19. Perform related duties as required within the scope and skill level of the classification.

ENVIRONMENT:

1. Indoor and outdoor work environment.
2. Regular exposure to a variety of weather conditions.
3. Regular exposure to fumes, dust, pollen and odors
4. Driving a vehicle and motorized equipment to conduct work.
5. Working on ladders and from heights.
6. Exposure to pesticides, cleaning agents and chemicals such as disinfectants, graffiti remover, floor stripper, floor wax, propane, paint thinner.
7. Direct contact with the public, students, and other district staff.
8. Working with or around machinery with moving parts.

PHYSICAL DEMANDS:

1. Dexterity of hands and fingers to operate a variety of grounds maintenance equipment.
2. Walking and standing for extended periods of time.
3. Seeing to perform grounds maintenance duties.
4. Bending at waist, kneeling or crouching.
5. Reach overhead, above the shoulders and horizontally.
6. Ascend and descend ladders, working from heights.
7. Lifting, carrying, pushing or pulling heavy objects as assigned by position.
8. Physical ability to lift 50 pounds from floor to waist.
9. Physical ability to lift 50 pounds from waist to shoulder.
10. Physical ability to lift 38 pounds from shoulder to overhead.
11. Physical ability to carry 50 pounds.
12. Physical ability to push 30 pounds.
13. Physical ability to pull 41 pounds.

HAZARDS:

1. Working with power driven equipment.
2. Working on ladders.
3. Exposure to poison oak, ticks, biting or stinging insects, snakes, plant pollen, and other plant and wildlife hazards.
4. Exposure to pesticides and chemicals.
5. Possible contact with blood borne pathogens and /or bodily fluids

Grade Allocation: 22
Adopted: 8/11/2021
Revised: