

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED AUGUST 2007
RANGE: 40.0
MAINTENANCE/OPERATIONS/MECHANICAL SERVICES SERIES
CLASSIFIED
CODE: 2,3,5,7,9**

CUSTODIAN II

DEFINITION

Under general supervision, to lead and participate in custodial and routine maintenance functions and activities;

to perform general custodial functions in maintaining equipment, special purpose facilities, buildings, offices, and adjacent grounds areas in a clean, neat, orderly, safe, and secure manner;

to do other related work as required.

EXAMPLES OF DUTIES

Assists in the planning, organizing, and leading of custodial and routine maintenance functional activities in accordance with a predetermined work schedule;

inspects and reviews the work of a custodial work crew, and provides assistance and direction as necessary;

performs skilled custodial functions in the setup, arrangement, and operation of special purpose equipment, such as projectors and other audio/visual equipment;

assists in setting up rooms for large and small group meetings;

coordinates and participates in the major cleaning of a facility during recess periods;

may shampoo, steam clean, and repair worn or torn carpeting;

performs emergency cleanup service resulting from breakages, vandalism, spilling, and illness;

prepares supply, material, and equipment requests in maintaining an adequate supply, material, and equipment operational inventory;

performs routine maintenance and preventative maintenance functions, including equipment adjustments, lubrication, and simple part replacement;

may assist in the planning and conduct of orientation and in-service training programs;

assists in the maintenance of custodial operational records;

helps to receive and distribute supplies;

performs general custodial functions, including sweeping, mopping, waxing, dusting, cleaning restrooms, polishing, vacuuming, washing walls, and other general cleaning tasks;

provides technical input into the performance appraisal of custodial personnel;

locks and unlocks gates and/or doors;

may release and set security systems;

may occasionally perform routine grounds maintenance functions.

QUALIFICATIONS

Knowledge of:

Methods, materials, and equipment used in cleaning and maintaining a wide variety of surfaces, equipment, and furniture;

planning, organization, and work scheduling procedures and techniques;

safe practices and working methods pertaining to cleaning and maintenance functional activities.

Ability to:

Effectively maintain work schedules and motivate custodial personnel to accomplish assigned tasks;

perform light to moderately heavy manual functions;

effectively lead and evaluate the work performance of custodial personnel;

assist in the training and orientation of new custodial personnel;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships;

lift 50 pounds;

climb ladders;

stoop, bend, kneel, squat, crawl and stand for long periods of time;

work with arms extended above body;

see and hear sufficiently to safely perform the duties listed above.

Experience:

Two years of experience in custodial and maintenance work, preferably in an educational setting.

Education:

Equivalent to the completion of the twelfth grade.

Condition of Employment:

Pre-employment drug testing along with a pre-employment physical is a condition of employment.

Some positions may require proof of privately owned automobile insurance and possess a valid California Motor Vehicle operator's license.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

This position has a probationary period of six months or 130 days, whichever is longer.

ST:rw

8/9/07

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Added the Pre-employment drug testing on 7/25/07