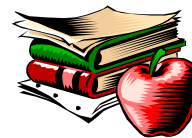




JOB DESCRIPTION
TULARE JOINT UNION HIGH SCHOOL DISTRICT
426 North Blackstone, Tulare, CA 93274



Custodian/Groundskeeper

Revised 7/11

DEFINITION

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

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS

Custodian

- Cleans restrooms, dressing rooms, shower rooms, classrooms, and common areas. E
- Stocks toilet and sanitary supplies. E
- Vacuums, sweeps, and mops floors. E
- Dusts and polishes furniture and wood work. E
- Empties and cleans waste receptacles. E
- Washes windows and walls. E
- Polishes metal work; and takes care of equipment and materials. E
- Set up and prepare rooms for special events and needs. E
- Reports needed repair work to proper authorities. E
- Performs minor repairs to building fixtures and equipment. E
- Operates and checks low pressure boiler, lights, gas heaters, and other related items. E
- Waxes and refinishes floors and shampoos carpets. E
- Pick up paper and other debris from grounds and buildings. E
- May be required to perform miscellaneous maintenance work such as touch up painting. E
- Operate a variety of district vehicles and equipment. E
- Assure security of buildings and grounds during assigned times. E
- Moves and/or re-arranges furniture, chairs, desks, tables, etc. E
- Perform other duties as assigned.

Groundskeeper

- Performs general grounds maintenance work including watering and mowing lawns. E
- Blows and sweeps sidewalks, parking lots, tennis court areas, and other assigned areas. E
- Maintains athletic fields and prepares them for events. E
- Operates and maintains mowers, sweepers, and other equipment used in the care of grounds. E
- May drive a school vehicle for other tasks as needed and as assigned. E
- Inspect tractor and mower for safe and proper operation. E
- Travel to other sites to maintain grounds. E
- Monitor campus for necessary grounds maintenance work to assure safety, resolve problems or notify others as appropriate. E
- Maintain routine records of work orders, equipment repair and maintenance, and chemical applications. E
- Perform maintenance work such as touch up painting. E
- Repair sprinkler and irrigation pipes. E
- Respond to emergency calls outside of normal work hours. E
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS

Education

High School Diploma or equivalent

Experience

One year of experience in custodial and/or groundskeeper is desired

Licenses and Other Requirements

DOJ and FBI fingerprint clearance

Negative TB test within the last four years

California Valid Driver's License

KNOWLEDGE AND ABILITIES

Knowledge of

Custodian

- Modern cleaning methods including cleaning chalk and white boards, carpets, furniture, walls and fixtures.
- Proper methods, techniques, materials, disinfectants, tools and equipment used in modern custodial work.
- Safety best practices and work methods; proper lifting techniques.
- Requirements for maintaining school buildings in a safe, clean and orderly condition.
- Read and understand Material Safety Data Sheets (MSDS)
- Safe and defensive driving practices and methods.
- Oral and written communication skills.
- Health and safety regulations.

Groundskeeper

- Methods, materials and equipment used in the care of school grounds.
- Basic grounds maintenance procedures including mowing, edging, raking and weeding.
- Safe work procedures in the operation of hand and power tools and equipment.
- Cultivating, fertilizing, watering and spraying of flowers, trees, shrubs, grass, etc.
- Herbicides and other chemicals used in grounds maintenance (training provided as necessary).
- Operation and maintenance of hand and power tools and equipment used in grounds keeping.
- Methods and materials used in controlling pests, insects, and weeds.
- Read and understand Material Safety Data Sheets.
- Safe and defensive driving practices and methods.
- Oral and written communication skills.

Ability to

Custodian

1. Maintain an assigned school site, group of buildings or office space in a clean, orderly, and secure manner during an assigned shift.
2. Use common cleaning materials and equipment in a safe and efficient manner.
3. Operate a variety of custodial equipment.
4. Learn custodial procedures, methods and schedules.
5. Observe and report safety hazards and need for maintenance and repair.
6. Maintain tools and equipment in clean working order.

7. Move and arrange furniture and equipment for meetings and special events.
8. Perform minor repairs.
9. Understand and carry out oral and written instructions/directions.
10. Work cooperatively with others.
11. Maintain routine records such as work orders, equipment repairs and maintenance, chemical application, irrigation schedules, and overtime assignments.
12. Meet schedules and timelines.
13. Operate a variety of custodial equipment including a floor stripped, buffer, carpet cleaners, vacuum cleaner, and other small power and hand tools.

Groundskeeper

1. Perform specialized grounds keeping in the care and maintenance of District and site grounds.
2. Utilize independent judgment in performing grounds maintenance and activities.
3. Mow, edge, water, weed, fertilize, cultivate lawns, flowerbeds, athletic fields, and other landscaped areas.
4. Mix and apply chemicals to control and eradicate weeds, insects, and other pests.
5. Perform heavy physical labor.
6. Operate a variety of power and hand tools and light motorized equipment including tractors, power mowers, edgers, and weed eaters.
7. Operate a variety of district vehicles and equipment.
8. Maintain routine records such as work orders, equipment repairs and maintenance, chemical application, irrigation schedules, and overtime assignments.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Environment

- Indoor/outdoor environment subject to changing conditions and temperatures exceeding 90 degrees at times.
- Regular exposures to fumes, dust, dirt, oil/grease, odors, heights, and loud noises.
- Driving a vehicle to conduct work.
- Working on ladders and from heights.
- Exposure to cleaning agents and chemical such as disinfectants, graffiti remover, floor stripper, floor wax, propane, paint thinner.
- Working on ladders at varying heights.
- Direct contact with the public, students, and other district staff.
- Working with or around machinery with moving parts.

Physical Demands

- Dexterity of hands and fingers to operate a variety of custodial and grounds equipment.
- Standing and walking for extended periods of time.
- Clarity of vision at varying distances to perform custodial and grounds duties.
- Verbal, auditory, and written capabilities to effectively communicate in an articulate manner.
- Lifting, carrying, pushing, and pulling object(s) weighing up to 75 pounds.
- Occasional bending, kneeling, and crouching.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders and working from heights as necessary.

Hazards

- Working with chemicals, tools, and powered machinery.
- Possible contact with blood borne pathogens and /or bodily fluids.