

Position: **Custodian/Groundskeeper**
Department: **Maintenance and Operations**
Bargaining Unit: **CSEA**
Salary: **Classified Unit Salary Schedule, Range 29**

DEFINITION

Under general supervision, perform custodial duties required to maintain assigned school buildings, furniture, equipment and grounds in a clean, safe and efficient manner.

SUPERVISION RECEIVED AND EXERCISED

Supervision is provided by Senior Director of Maintenance and Operations or designee.

DISTINGUISHING CHARACTERISTICS

These classifications are distinguished in the following ways: Custodian, Custodian/Swimming Pool Operator, Custodian/Groundskeeper and Custodian/Theater Technician positions all perform the same duties required to maintain assigned school buildings and/or building areas; however, the Custodian/Swimming Pool Operator, Custodian/Groundskeeper and Custodian/Theater Technician have additional responsibilities that differ from the general Custodian job description. The Groundskeeper position is responsible for performing general and varied gardening and grounds maintenance work.

EXAMPLE OF RESPONSIBILITIES

1. Sweep, scrub, mop, wax, and vacuum assigned floors, hallways, and student activity areas and shampoo and/or spot clean carpets on a scheduled basis.
2. Dust, wash, wax and polish assigned furniture, woodwork, and metal work on a scheduled basis.
3. Wash and clean assigned windows, walls, drinking fountains, sinks, commodes, and trash receptacles on a scheduled basis.
4. Maintain ground and related infrastructure with quality workmanship to preserve campus in good condition, to include general grounds maintenance (e.g., prune and maintain shrubs and planted areas, maintain and water lawns, spray weed killer, clean up leaves and paper, sweep sidewalks, blow and drag needed areas).
5. Report all health and safety conditions that may cause injury to students, staff, and the general public (e.g. broken furniture, burned out lights, broken equipment).
6. Operate power equipment in a safe and efficient manner.
7. Maintain and repair locks and lockers.
8. Move and arrange furniture and equipment.
9. Install, maintain, and operate irrigation/sprinkler systems.
10. Perform limited maintenance and repairs to equipment.
11. Attend Modesto City Schools Asbestos training program within the first sixty (60) days of employment.
12. Wear Personal Protective Equipment (PPE) (e.g. shoes, gloves, eye goggles, aprons, face protectors, breathing apparatus, etc), when necessary.
13. Obtain a valid Department of Transportation Powered Industrial Truck, Operator's Permit within the first sixty (60) days of employment and maintain the permit thereafter.
14. Maintain participation in CA DMV Assessment System/Automatic Pull Program.
15. Maintain the security of the work area during and at the close of the assigned hours of work (e.g., lock doors, gates, windows, and turn on security lights and/or alarms).
16. Utilize technology as appropriate to the position.
17. Effectively communicate and maintain cooperative relationships with those contacted in the course of work.
18. Perform other related duties as assigned.



Position: **Custodian/Groundskeeper (continued)**

JOB REQUIREMENTS

Knowledge of:

- Knowledge of methods, materials, tools, techniques and equipment used in maintenance and operations work.
- Knowledge of equipment safety practices and procedures.
- Knowledge of and ability to perform data entry functions.

Work Factors:

- **Observance of Work Hours** – Punctuality in reporting to or leaving duty station in accordance with prescribed schedule of working hours.
- **Safety Practices** – Complying with safety practices, particularly situations involving pupils.
- **Quality of Work** – Degree of excellence of the work performed.
- **Quantity of Acceptable Work** – The amount of work completed in relation to the scheduled work load.
- **Work Judgements** – Analyzing work situations and drawing sound conclusions.
- **Planning & Organizing** – Planning and organizing assigned duties to achieve desired results.
- **Work Knowledge/Skills** – Attainment of specialized knowledge needed to perform the job responsibilities.
- **Meets Assignment Deadlines** – Timely completion of reasonable deadlines.
- **Accepts Direction** – Acceptance of supervision, training, and instruction.
- **Accepts Change** – Adaptability and flexibility to work situations and/or circumstances.
- **Accepts Responsibility** – Willingness to accept responsibility.
- **Operation & Care of Equipment** – Concern for safe, responsible, and reasonable operation or use of equipment.
- **Initiative** – Showing initiative in work improvements, identifying and correcting errors, and initiating work activities.
- **Interpersonal Relationships** – Interacting with students, parents, coworkers, and administrators in a positive and constructive manner.
- **Appearance of Work Station** – Neat and efficient arrangement of work area.
- **Grooming & Dress** – Appropriate personal appearance and work attire in relation to health, safety, and organizational standards.
- **Reading Comprehension** – Demonstrating reading comprehension at least equal to that of a H.S. senior.
- **Writing Skills** – Demonstrating writing skill at least equal to that of a H.S. senior.
- **Mathematical Skills** – Demonstrating mathematical skills at least equal to that of a H.S. senior.

MINIMUM QUALIFICATIONS

Experience:

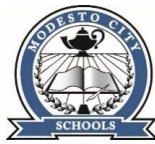
- Six (6) months experience as a custodian.

Education:

- Graduation from high school or General Education Development (GED) Certificate or California High School Proficiency Examination (CHSPE) Certificate.

License(s)/Certificate(s):

- Valid California Driver's License - Class C.
- Department of Transportation Industrial Truck Operator's Permit to be obtained within the first sixty (60) days of employment.
- Must provide a DMV printout within five (5) days of offer of employment.



Position: **Custodian/Groundskeeper (continued)**

Physical Characteristics:

- Sufficient vision to read fine print, read diagrams, blueprints and printed material, and drive and operate equipment.
- Sufficient depth perception.
- Sufficient color acuity to identify hazards and operate equipment or vehicles.
- Sufficient hearing to hear directions and equipment malfunctions.
- Sufficient hearing to hear work area noise and normal conversation in person and on the telephone.
- Sufficient hearing to hear normal, telephone, equipment malfunctions and hand held radio conversations.
- Ability to speak in an understandable voice and with sufficient volume to be heard at a normal conversational distance and on the telephone or hand held radios.
- Sufficient physical ability, strength, mobility and stamina to move, lift, push/pull or carry objects which may frequently exceed 75 pounds.
- Sufficient physical ability, strength, mobility, and stamina to drive a vehicle, climb ladders, bend, stretch, stand, kneel, walk, stoop, crawl, and extend legs.
- Sufficient physical ability, strength, mobility and stamina to perform heavy physical labor in hot, cold and inclement weather conditions.
- Sufficient physical ability, strength, balance, and tolerance of heights to work on ladders, roof tops, scaffolding, climb trees and working at heights for extended periods of time.
- Sufficient physical ability, strength and dexterity to use basic mechanical and hand/power tools to perform minor repairs and adjustments.
- Ability to reach horizontally and vertically with arms.
- Sufficient dexterity to operate hand and power tools requiring strength and coordination, manipulate small objects, print or write legibly, operate precision tools and make repairs.
- Sufficient lower body strength, stamina, balance and mobility to sit, stand, kneel, walk, stoop, climb stairs, bend and extend legs for prolonged periods of time.
- Physical tolerance to extended contact with water, detergents, abrasives, cleaning solvents, cleaning solutions, disinfectants, paint/paint spray, and other harsh chemical substances.
- Physical tolerance to foul odors, chemical odors, dust and pollen.

Board Approved: 11/12/13

Reclassification/Equity Adjustment Review Committee Revised and Approved: 2/24/22