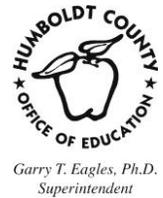


Humboldt County Office of Education
Lead Custodian/Maintenance Worker



Job Summary

Under limited supervision of the Supervisor of Maintenance and Operations perform skilled and semi-skilled tasks in several capacities, including but not limited to cleaning, maintenance, building and equipment repair, grounds keeping and do other related work as required. Perform staff coordination duties routinely. Provide security for facilities during unoccupied hours.

Examples of Duties

Coordinates the work of other department staff in coordination with the Supervisor of Maintenance and Operations; provides security for buildings and grounds; directs public to department locations; performs independently and/or as a member of a team various custodial duties as may be necessary; participates in the opening and closing of facilities; dusts, sweeps, cleans, scrubs, strips, seals, waxes, polishes, mops or shampoos floor, walls, woodwork, furniture, windows and fixtures; cleans chalkboards and erasers. Sanitizes restroom fixtures, showers, and drinking fountains; operates floor polishers and scrubbing machines, carpet shampooers, vacuum cleaners; services soap and paper dispensers; sweeps and/or hoses entry ways, blacktop, patios, playground, sidewalks, parkways; replaces electrical plugs, lights and ballasts; moves and adjust furniture and equipment; prepares site for meetings or conference; receives, checks and delivers custodial supplies; secures facilities; irrigates, fertilizes, mows weeds, and tends to planted areas as needed; contacts proper authority for assistance as needed, and may escort authorized or unauthorized persons in or from building and grounds; answers inquires from the persons in or from building and grounds; answers inquires from the public. Empties and washes refuse and recycling containers and waste paper baskets. Repairs, replaces, constructs, services and in general maintains buildings, grounds and equipment to include various HVAC systems, doors, locks, windows, lighting, plumbing fixtures, furniture, painting and groundskeeping; implements safety, preventive maintenance, and energy conservation programs; Perform other duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience

Graduation from high school or comparable demonstration of basic competence and three (3) years of experience performing custodial or janitorial service and building/equipment maintenance duties is required. Additional specialized training of experience in carpentry, electrical, mechanical, plumbing, landscaping or painting required. Must maintain a current California Driver's License.

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Knowledge of:

- Proper school cleaning problems, methods, material and equipment;
- How to properly care for and use a myriad of chemicals, solvents, and fluids, some of which may be considered toxic and require special handling;
- Hazardous or unsafe conditions and/or practices and methods of correction;
- Lawn and garden care;
- Use of a variety of hand tools and power equipment;
- HVAC and security system operations.
- Building construction maintenance and repair terminology;
- Fire, earthquake and evacuation procedures, location of shut offs;
- Carpentry, painting, electrical and plumbing procedures, tools and materials;
- Safety precautions and procedures.

Ability to:

- Serve in a lead capacity for other Custodial/Maintenance employees;
- Plan, organize and effectively make use of time with limited direction;
- Follow instructions and keep accurate records including inventory, requisitions, packing slips;
- Plan, organize and effectively make use of time with limited direction;
- Maintain the cleanliness of buildings and perform routine and periodic custodial work as needed including floor refinishing and carpet cleaning;
- Use various hand/power tools, equipment, and measuring devices with knowledge and skill and maintain them in good working order;
- Install switches, receptacles, and basic wiring; use a multi-tester to troubleshoot various electrical components, circuits, etc.;
- Program various mechanical and electronic time clocks and controls for heating, lighting, security and sprinkler systems;
- Apply paint and finishes to interior/exterior surfaces and equipment with proficiency;
- Perform minor building and equipment repairs;
- Perform tasks associated with groundskeeping, including lawn and plant care;
- Stand, sit, crawl, walk, climb ladders, stoop, etc. with a high degree of confidence, agility, coordination and speed;
- Lift, move and transport furniture, equipment, and materials often in excess of 60 pounds without injury to self or damage to property;
- Work efficiently indoors and outdoors in extreme temperatures;
- Read and comprehend fine print such as instruction manuals, product labels, texts, catalog, etc.;
- Communicate effectively via telephone, computer modem and in person;
- Estimate the scope of each work assignment;
- Perform a variety of skilled and semi-skilled building maintenance and repair work;
- Identify immediate and long term maintenance needs of buildings, sites, and equipment, repair, schedule and/or make recommendation;

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- Direct and coordinate the work of other staff;
- Organize and maintain a parts and materials inventory for building, equipment and grounds;
- Interpret and extract information from blueprints, diagrams, schematics and manuals;
- Perform grounds maintenance in a timely and professional manner;
- Ability to independently identify, schedule, and complete care of lawns trees, shrubs and planted areas—including the safe and proper use of chemicals and fertilizers. Use and maintain grounds equipment and hand tools;
- Work cooperatively with those contacted in the course of work;
- Stand for extended periods;
- Follow oral and written directions;
- Adapt to changing work demands;
- Manage task priorities to meet deadlines;
- Work under varying degrees of stress;
- Establish and maintain effective working relationships with a variety of individuals and groups.

NOTE: This position requires physical strength and stamina in order for an employee to perform the duties properly.

Personnel Commission Approved 8/13/02
Range 35

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