

CUSTODIAN III

DEFINITION

Under general supervision, to lead and participate in the functions required to maintain assigned buildings and adjacent grounds areas in an elementary school in a neat, clean, orderly, safe and secure condition; to coordinate and assist in the maintenance of the physical environment required for the activities held at the school; and to do other related work as required.

EXAMPLES OF DUTIES

Performs cleaning duties for assigned rooms and other areas; sweeps, mops, scrubs, strips and waxes floors; vacuums rugs and carpets; dusts and polishes furniture; cleans restrooms as needed; washes windows; empties trash and garbage; adjusts heating and air conditioning equipment; leads and performs custodial grounds maintenance and minor general maintenance work in accordance with predetermined work schedules; inspects the work of a night custodial crew, and provides assistance as required; maintains night custodial personnel records; prepares recommendations for needed materials, supplies and equipment; assists in the training and orientation of custodial personnel; inspects buildings and grounds to ensure against safety hazards and for security purposes; coordinates and participates in the major cleaning of the school facility during recess periods; performs routine, non-technical service maintenance duties, and prepares requests for major maintenance work; helps to receive and distribute supplies; assists in moving heavy objects; assists food service personnel with delivery of heavy equipment or supplies; may raise or lower flags.

QUALIFICATIONS

Knowledge of:

Methods, materials and equipment used in cleaning a variety of surfaces and furniture;
Supervision and organization methods and procedures;
Scheduling procedures;
Safe working methods and procedures.

Ability to:

Plan, implement and maintain predetermined work schedules;
Assume a leadership role in the performance of custodial grounds maintenance and minor general maintenance activities;
Assists in the training and orientation of personnel;
Perform moderately heavy manual activities;
Understand and carry out oral and written directions;
Establish and maintain cooperative working relationships.

Experience:

Two years of experience in custodial or building maintenance work with preferably one year in a lead or supervisory capacity.

Education:

Equivalent to the completion of the twelfth grade.