

**Gridley Unified School District
Job Description**

JOB TITLE:	MAINTENANCE/GROUNDS/CUSTODIAN	UNIT:	Classified
SALARY LEVEL:	7	LOCATION:	District
DEPARTMENT:	Maintenance/Operations	BOARD APPROVED:	07/19/2023
REPORTS TO:	Director of Maintenance Operations and Transportation		

SUMMARY: The Maintenance / Custodian is responsible for the cleanliness of school facilities and grounds as well as maintaining and repairing District buildings, equipment, grounds and other facilities used by the District.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Performs electrical maintenance work involved in the repair installation and alteration of electrical equipment and lighting/electrical systems including replacing lamps and fuses.

Performs rough and finish carpentry in the repair and maintenance of buildings and their components.

Removes, replaces or repairs broken glass in windows, skylights, display cases etc.

Installs, maintains, repairs or replaces all types of the following: sub flooring, flooring, floor covering; roofing, including flashing and drain gutters; drywall, wall covering and ceiling tile; metalwork, including cutting and welding; concrete including site preparation, cement block, brick, stucco and mortar joints; plumbing equipment and related apparatuses; and irrigation systems, including automatic sprinkler controls.

Prepares surfaces for painting or repainting; applies finishes to various surfaces.

Builds and repairs fences, playground and/or general yard equipment using a wide variety of materials.

Performs maintenances work in the repair alteration and preventative maintenance on heating and air conditioning units and school appliances.

Safely operates hand and power tools necessary to perform duties.

Completes records of maintenance requests, job completions, and historical data for future reference.

Answers emergency calls as required and takes appropriate action to protect and preserve property.

Performs general grounds work including raking and disposing of leaves, hoeing weeds, mowing lawns, edging and weeding lawns, laying sprinkler pip and fixing sprinklers.

Plants, inspects, sprays, cultivates, fertilizes, waters and trims plants, shrubs, hedges, trees, flowers and lawns to produce attractive landscape.

General cleaning of school facilities including but not limited to sweeping, dusting removing cobwebs; scrubbing, waxing, polishing and cleaning windows, door glass, metalwork, concrete, linoleum, tile and wood floors; vacuums/shampoos rugs and carpets.

Picks up paper and other debris from the grounds and buildings; empties trash containers on grounds, sweeps walks and entrances, etc.

Empties and cleans waste receptacles; refills dispensers with appropriate soap and paper products.

Cleans, scrubs and disinfect restrooms, showers and related areas. Cleans restroom windows, walls, benches, metalwork, sinks, mirrors and other fixtures.

Washes walls, furniture, woodwork, light fixtures, windows and other equipment.

Assembles, adjusts and arranges furniture and equipment; sets up facilities for special events and meetings.

Assists school personnel with heavy objects, loading and unloading of trucks and stocking shelves as requested.

Safely cleans, disinfects and disposes of human or animal body waste in accordance with proper safety standards.

Reports potential safety hazards to Supervisor.

Cooperates and communicates with other school staff, public, parents, and students to promote a positive school climate.

Maintains sanitary personal habits and a clean, neat appearance.

Performs other related duties as assigned by Supervisor.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma or general education degree (GED); 3 years related experience, or equivalent combination of education and experience.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to effectively present information in one-on-one and small group situations to students, co-workers, parents and other employees of the organization. Knowledge of rules governing correct grammar, spelling and punctuation.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent.

REASONING ABILITY: Ability to apply common sense understanding to carry instructions furnished in written, oral, diagram or schedule form. Ability to deal with problems involving a few known variables in routine situations.

CERTIFICATES, LICENSES, REGISTRATIONS: California Driver's License required by the first day of service. District First Aid and CPR training may be required and will be provided. IPM training will be required and will be provided.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently is required to sit, stand, walk, and reach with both hands and arms, talk, hear and listen. The employee is occasionally required to climb up and down steps, stoop, kneel, and crouch or crawl, and smell. The employee must occasionally lift and/or move up to 100 pounds. However, while lifting amounts above 100 lbs. a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision depth perception and the ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and in outside weather conditions and is occasionally exposed to wet and/or humid conditions, fumes, or airborne particles, and risk of electrical shock. The noise level in the work environment is usually moderate to loud, occasionally very loud.