

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CUSTODIAN II

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of day or evening custodial activities at an assigned school campus or other assigned District facility; maintain buildings and adjacent grounds areas in a clean, orderly and secure condition; train and provide work direction to assigned staff and student workers.

DISTINGUISHING CHARACTERISTICS:

The Custodian II classification is the more experienced class in this series. Incumbents may be assigned lead responsibilities over other custodial personnel in the absence of the supervisor. Incumbents in the Custodian I classification perform a variety of routine custodial duties in maintain an assigned school campus or other assigned District facilities in a safe, clean and sanitary condition.

REPRESENTATIVE DUTIES:

Train and provide work direction and guidance to assigned custodial staff, student workers and community service workers; inspect work in progress and assure that work is performed in compliance with instructions and quality standards. *E*

Perform a variety of custodial activities at an assigned school campus or District facility during a day or evening shift; sweep, scrub, mop, wax and polish floors; vacuum rugs and carpets in classrooms, offices and other areas; spot clean and shampoo carpets. *E*

Clean classrooms, lounges, offices and other facilities as assigned; empty waste receptacles; spot mop and shampoo spills; remove gum, debris and graffiti as needed. *E*

Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; replenish dispensers with towels, soap, toilet paper and other items; clean mirrors, tile and windows. *E*

Lock and unlock doors and gates as appropriate; maintain security of assigned areas according to established guidelines; set and disengage alarms as appropriate. *E*

Report safety, sanitary and fire hazards to appropriate authority; report need for maintenance repairs; respond to emergency custodial requests as needed. *E*

Move and arrange furniture and equipment; prepare classrooms, gym and multi-purpose rooms for special events or meetings; set-up chairs, tables, bleachers and other furniture and equipment for special events or meetings; clean up furniture equipment and debris following these events. *E*

Inventory, order, receive, distribute and store custodial supplies and equipment; estimate need for

supplies and equipment; perform minor repairs and preventative maintenance to custodial equipment; maintain related records. *E*

Replace light bulbs and tubes; clean chalkboards and erasers; empty pencil sharpeners. *E*

Dust and polish furniture, fixtures and woodwork; perform minor repairs to furniture as needed. *E*

Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, blowers and other equipment. *E*

Operate a District vehicle as assigned.

Participate in the thorough cleaning and restoration of campus facilities during vacation periods as assigned.

Perform minor grounds maintenance duties as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods, techniques, materials, tools and equipment used in modern custodial work.
Modern cleaning methods including basic methods of cleaning floors, blackboards, carpets, furniture, walls and fixtures.

Proper methods of storing equipment, materials and supplies.

Requirements of maintaining District buildings in a safe, clean and orderly condition.

Appropriate safety precautions and procedures.

Proper lifting techniques.

Basic record-keeping techniques.

Basic inventory methods and practices.

Principles of training and providing work direction.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

Perform routine custodial activities at an assigned school site or other District facility.

Maintain District buildings and adjacent grounds in a clean, orderly and secure condition.

Use cleaning materials and equipment in a safe and efficient manner.

Train and provide work direction to others.

Operate a variety of custodial equipment.

Maintain tools and equipment in clean working order.

Move and arrange furniture and equipment for meetings and special events.

Observe and report safety hazards and need for maintenance and repair.

Perform minor non-technical repairs.

Understand and carry out oral and written directions.
Meet schedules and time lines.
Work cooperatively with others.
Estimate and order required custodial supplies and equipment.
Plan and organize work.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years experience in custodial or maintenance work.

LICENSES AND REQUIREMENTS:

Some incumbents in this class may be required to possess a valid California driver's license.
Satisfactory completion of pre-employment physical assessment.
Satisfactory completion of re-employment drug testing.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Regular exposure to fumes, dust and odors.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |

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| <u>1</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>4</u> | b. | Ability to stand for extended periods of time. |
| <u>3</u> | c. | Ability to see for the purpose of reading printed matter and operating a vehicle and custodial equipment. |
| <u>3</u> | d. | Ability to hear and understand speech at normal levels. |
| <u>3</u> | e. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>4</u> | f. | Ability to bend and twist, stoop, kneel, crawl, push, pull. |
| <u>3</u> | g. | Ability to lift <u>75</u> lbs. |
| <u>3</u> | h. | Ability to carry <u>75</u> lbs. |
| <u>4</u> | i. | Ability to reach in all directions. |
| <u>2</u> | j. | Ability to work at heights. |
| <u>2</u> | k. | Ability to ascend and descend a ladder. |

HAZARDS:

Exposure to cleaning agents and chemicals.

Working on ladders.

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.