



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION NIGHT CUSTODIAN/LIGHT MAINTENANCE

DEFINITION:

Under minimal supervision this position performs semi-skilled or unskilled tasks in the upkeep and repair of the departments, facilities and grounds and is responsible for keeping the buildings and grounds clean, orderly, properly maintained and in compliance with District, County, State and Federal requirements on a night shift schedule.

ESSENTIAL FUNCTIONS AND JOB DUTIES:

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

- Responsible for the overall cleanliness of TCDE facilities.
- Empty waste receptacles, wash walls and windows.
- Wash, scrub and disinfects restrooms as needed.
- Wash all windows on both the inside and outside at least twice a year or as needed.
- General clean-up of all areas on campus to ensure a safe environment.
- Lock or secure doors and windows; open classrooms for authorized personnel.
- May order, pick up, deliver and maintain inventory of materials, equipment, and supplies used in the work.
- Coordinate and assist trade skills such as minor building and related equipment repairs as needed.
- Light touch-up painting.
- Remove graffiti.
- Regular and routine maintenance of all equipment.
- Set up and dismantle chairs and tables for various school events.
- Perform grounds-keeping and landscape maintenance functions as required.
- Replace light bulbs and other lighting fixtures.
- May check appliances and equipment for operational safety.
- Report fire, sanitation or other hazards to proper sources.
- Drive frequently for department business.
- Other duties as assigned.

QUALIFICATIONS and REQUIREMENTS:

- Completion of the 12th grade or equivalent.
- One year of practical experience in custodial, building maintenance and/or grounds desirable.
- Valid California Driver's License and proof of insurance.
- First Aid Certificate preferred.

KNOWLEDGE OF:

- General custodial/janitorial concepts of cleaning spaces and maintaining equipment.
- Basic rules and regulations with regard to cleaning chemicals in a school environment.
- Ordering and inventory maintenance of supplies.
- General grounds-keeping and landscape maintenance.
- Safe operation and maintenance of mechanical and power equipment.
- Minor building and structural repairs.



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ABILITY TO:

- Maintain confidentiality.
- Read and interpret documents such as safety rules, operating manuals, maintenance instructions, and procedure manuals; write routine reports and correspondence.
- Add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, percent and to interpret bar graphs.
- Apply common sense and understanding to carry out instructions furnished in written, oral, and diagram form.
- Obtain certifications as required.
- Keep regular schedules and perform special tasks as assigned.
- Develop effective working relationships with students, staff, and the school community.
- Communicate clearly and concisely, both orally and in writing.

PHYSICAL DEMANDS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions. Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

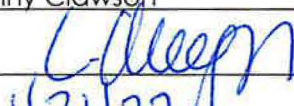
- Regularly required to stand, walk, use hands and fingers to handle or feel objects, tools, and controls.
- The employee is occasionally required to sit, squat, stoop, or kneel, reach above the head and reach forward. The employee will frequently bend or twist the neck and trunk more than the average person.
- The employee continuously uses hand strength to grasp tools and climb ladders.
- The employee must frequently lift and/or move up to 50 pounds, such as cleaning supplies, pails, and when unloading trucks.
- Specific vision abilities required by this position include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

- The work environment characteristics described are representative of those an employee encounters, while performing the essential functions of this job.
- The employee regularly works outdoors.
- The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals, such as petroleum products, degreasers, and sprays.
- The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT:

Salary and work year to be established by County Superintendent.

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Created: <u>December 1, 2020</u>	Revised: <u>01/31/2022</u>
APPROVED	
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Signature: <u></u>	
Date: <u>1/31/22</u>	