



TEHAMA COUNTY DEPARTMENT OF EDUCATION JOB DESCRIPTION LEAD 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.

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 maintenance and cleanliness of TCDE properties.
- Coordinate and assist trade skills such as minor building and related equipment repairs.
- Light touch-up painting.
- Remove graffiti.
- Do regular and routine maintenance of all equipment.
- 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 each year and more frequently if necessary.
- 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.
- 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 as to operational safety.
- Report fire, sanitation or other hazards to proper sources.
- Drive frequently for department business.
- Other duties as assigned.

LEAD RESPONSIBILITIES:

- Responsible for coordinating substitutes for absent custodian/light maintenance staff. Provides substitutes services as needed.
- Establish priorities, organizes, schedules, coordinates, trains, and participates in the work functions related to custodial.
- Reviews internal custodial requests and coordinates service completion.
- Service as the liaison between program staff and custodian/light maintenance workers. Works collaboratively with supervisors to meet program needs.
- Responsible for maintaining an appropriate inventory for all custodial supplies.
- Maintains a variety of records as necessary and required.

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 evidence of insurance.
- First Aid Certificate preferred.



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Official: 
Effective: 12/5/19

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 and inventory.
- General grounds-keeping and landscape maintenance.
- Safe operation and maintenance of mechanical and power equipment.
- Minor building and structural repairs.

ABILITY TO:

- Maintain confidentiality.
- Read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals and 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, and percent and to interpret bar graphs.
- Apply common sense and understanding to carry out instructions furnished in written, oral, and diagram form.
- Obtain certifications may be required and obtained to meet requirements.
- 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, or controls and talk or hear.
- 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 75-100 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 here 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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HRS Office Use Only

Created: January 24, 2013

Revised: December 5, 2019

APPROVED

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Signature: Noelle DeBortoli

Date: December 5, 2019