

MARIN COUNTY OFFICE OF EDUCATION CLASSIFIED POSITION DESCRIPTION

CUSTODIAN/GROUNDSKEEPER

DEFINITION:

Works under general supervision to perform a wide variety of routine and deep cleaning work to maintain offices, buildings, and grounds areas in an orderly, clean, and secure manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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 class. Job descriptions are written as a representative list of the ADA essential duties performed by the entire job classification. Typical tasks include:

- Sweeps, mops, waxes, and polishes floor surfaces, vacuum and shampoo carpets; cleans, disinfects, dusts, or polishes furniture, woodwork, walls and other equipment;
- Collects, sorts, and removes trash, maintaining segregation for recycling, compost, and yard waste;
- Picks up paper and other refuse on grounds and sweeps or blows walks, patios, parking lot, and entrances;
- Maintains windows, door glass, drinking fountains, and restrooms in a clean and sanitary manner, restocking supplies as required;
- Performs general grounds maintenance work to plant, cultivate, and water, plants, shrubs, trees, and flowers; fertilizes, waters, mows, edges, and cares for lawns; trims trees, hedges, and shrubs; prepares and treats soil for planting; spades, mulch and fertilizes bed areas and aids in keeping area free from pests and plant disease;
- Assists in fabrication, moving, or repairing chairs, tables, desks, furniture, and other equipment;
- Sets up and breaks down meeting rooms, which may include changing the configuration of movable walls;
- Replaces light bulbs and globes;
- Locks and unlocks doors, windows, and gates; arms or disarms alarms;
- Maintains inventory of supplies and equipment used in the course of work, ordering replacements as needed;
- Reports safety, sanitary, and fire hazards as observed;
- May perform other minor maintenance as required, such as paint touch-up and spot cleaning furniture upholstery or carpets;
- Perform other duties as assigned requiring essentially the same effort, skill, and responsibilities when work requirements are changed or modified.

MINIMUM QUALIFICATIONS:

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.

TRAINING, EDUCATION, AND EXPERIENCE

Education: No special educational requirements.

Experience: Requires experience gained through job training or on work related to job training. The total is normally in excess of 3 months and up to 1 year.

Must possess a valid California Driver License.

KNOWLEDGE OF:

- Modern janitorial and sanitation practices;
- Using equipment for custodial work, cleaning, and grounds maintenance;
- Methods and practices of building security;
- Safe work practices and procedures, including the use, storage, and care of cleaning materials and disinfectants;
- Identification and segregation of designated materials (i.e. batteries, light bulbs, paint) for proper HAZMAT disposal;
- Least toxic practices in the management of pests and weeds;
- Proper lifting techniques.

ABILITY TO:

- Utilize technology (email, texting) for efficient off-site communication; navigate, retrieve, report, and record information in electronic work order and timesheet systems;
- Maintain watering and irrigation schedules;
- Maintain cooperative relationships with those contacted during the course of work;
- Operate portable power tools, hand tools, and maintenance equipment;
- Understand and carry out written and verbal directions and maintain simple records;
- Be flexible and receptive to change;
- Maintain and improve professional skills and knowledge;
- Safely operate assigned vehicles, including possessing a valid California Driver License.

SKILLS IN:**Language Skills:**

- Ability to read and comprehend simple instructions, memos, notes, labels, signs;
- Ability to write simple notes;
- Oral communication skills to communicate effectively with Marin County Office of Education personnel, administrative staff, students, and the general public, demonstrating tact, diplomacy and sensitivity to individual concerns.

Mathematical Skills:

- Computational skills involving addition, subtraction, multiplication, and division using whole numbers.

Reasoning Ability:

- To apply common sense understanding to carry out simple instructions;
- To deal with standardized situations with only occasional variables.

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:

- Regularly required to talk and hear;
- Uses hands to finger, handle, grip, or feel;
- Continuous use of arms raised in an unsupported position lifting or holding materials;
- Frequently required to bend over, grasp, reach overhead, kneel, crouch, stoop, twist, climb, or sit;
- Physical stamina to continuously stand and walk throughout the work day with intermittent periods of strenuous physical activity;
- Occasionally lifts over 25 pounds and up to 60 pounds inclusive, or the equivalent pushing or pulling;
- Balance necessary for safety while using a ladder, or working at heights;
- Vision abilities required include close vision, color vision, and ability to adjust focus at a level sufficient for the performance of assigned duties.

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:

- Regularly works in indoor or outdoor environmental conditions;
- Occasionally works at a computer for short periods;
- Occasional exposure to plant or animal materials which may cause skin irritation or allergic reaction;
- Frequently works with exposure to several factors which may include noise, dust, dirt, stains, fumes, biological waste, heat, or cold.

031219 --Labor Grade 6, Salary Range 34 – Custodian/Groundskeeper