

# STOCKTON UNIFIED SCHOOL DISTRICT

## MAINTENANCE CUSTODIAN I

### DEFINITION

Receives general supervision from a Senior Plant Supervisor to perform routine repair and maintenance work in Comprehensive High school plants; may be on a 24-hour on-call basis; and perform related duties as assigned.

**REPRESENTATIVE DUTIES:** *(Incumbents may perform any combination of the essential functions shown below [E]. This position description is not intended to be an exhaustive list of all duties, knowledge, or ability associated with this classification, but is intended to accurately reflect the principle job elements.)*

Perform non-technical repairs and servicing to school equipment and furniture. [E]

Maintain a regular schedule for maintenance of school facilities. [E]

Repair door hardware floors, ceiling tiles and fixtures. [E]

Collect and store E-Waste in designated location. [E]

Repair minor leaks in piping, drains, sinks and other fixtures. [E]

Operate and clean vents for heating and ventilating equipment. [E]

Change lighting fixture lamps as needed. [E]

Troubleshoot lockers and lock combination issues

Set time clocks. [E]

Inspect fire extinguishers. [E]

Test emergency lighting systems and panic locks. [E]

Clean gutters [E]

Remove debris and trash from hallways, breezeways and sidewalks [E]

Move, assemble and/or disassemble furniture and equipment as necessary [E]

Clean and disinfect classrooms and restrooms as needed [E]

Empty and clean waste containers as needed [E]

Secure comprehensive high schools as needed [E]

Move and arrange furniture and equipment; prepare cafeteria for breakfast and lunch; [E]

## **Maintenance Custodian – Continued**

Identify and troubleshoot maintenance issues as needed.

Test chemical levels for swimming pools, maintain chemical log books and submit work orders as needed. Ensure covers are installed when pool is not in use and that lane lines and other pool related equipment are properly stored. *[E]*

Perform regular custodian work when required. *[E]*

Maintain regular and prompt attendance in the workplace.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### KNOWLEDGE OF:

- Cleaning methods and the use and care of cleaning materials and equipment
- Maintenance and repair techniques on a wide variety of equipment and furniture found at District installation.
- Oral and written communication skills

#### ABILITY TO:

- Use cleaning materials and equipment with skill and efficiency
- Maintain a regular schedule of maintenance on school facilities
- Use small tools in repair of plant equipment and furniture
- Perform heavy physical labor
- Understand and carry out oral and written directions
- Read and write at the level required for successful performance on the job
- Maintain cooperative relationships with others contacted in the course of work.
- Physical capability sufficient to perform job tasks
- Develop and maintain cooperative working relationships with those contacted in the course of work
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described

### **EDUCATION AND EXPERIENCE:**

Two years of experience in custodial or general building maintenance work which included repair and maintenance tasks on a variety of equipment and facilities, including heating and ventilating systems.

### **WORKING CONDITIONS:**

#### ENVIRONMENT:

- Regular exposure to fumes, dust and odors
- As required must wear protective devices such as earplugs, dust mask, coveralls, gloves, safety boots and safety glasses
- Indoor and outdoor work environment

#### PHYSICAL DEMANDS:

## **Maintenance Custodian – Continued**

Employee in this position must have/be able to:

- Dexterity of hands and fingers to operate a variety of trade tools
- Walk and/or stand for extended periods of time
- See to perform assigned duties
- Lift and/or carry up to 40 lbs at arms length, or shoulder height for distances up to 500 ft. or upstairs
- Occasionally lift and/or carry up to 90 lbs at arms length, or shoulder height for distances up to 500 ft, or upstairs
- Lift and/or carry up to 40 lbs at waist height for short distances
- Occasionally lift and/or carry up to 94 lbs at waist height for short distances
- Push/pull up to 90 lbs for short periods of time
- Bend at the waist, kneel, crawl, crouch and stoop
- Reach overhead, above the shoulders and horizontally
- See, hear and speak with/without assistive devices sufficient to communicate effectively with others