

Windsor Unified School District

JOB DESCRIPTION

TITLE: Custodian III

DEFINITION:

Under the general supervision of the Director of Maintenance and Operations and the coordination of the high school administrator, performs the more difficult custodial duties; coordinates the work activities of Custodians I and II; performs maintenance and repair work on buildings and grounds; assists with coordination of work by outside service providers; maintains records and reports.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Cleans, sweeps, scrubs, mops, and waxes floors; dusts and polishes furniture and fixtures; cleans windows and blackboards and restores them to their original order
- Cleans and sanitizes bathrooms
- Performs a variety of other custodial duties; replaces light bulbs, adjusts shades and windows, adjusts and moves desks and other furniture, sets up rooms for special occasions and restores them to the original order
- Coordinates with the supervisor and high school administrator the scheduling of work activities of Custodians I and II
- Performs a wide range of maintenance and grounds duties including building, appliance and equipment repairs and maintenance, painting, glazing, plumbing, carpentry, and minor electrical work
- Loads and unloads trucks and moving supplies as needed
- Oversees and maintains maintenance equipment and tools; maintains inventory of custodial tools and supplies
- Coordinates custodial needs for high school special events
- Records, monitors and reports vandalism to administrator
- Supports Student Assistant assignments
- Performs other related work as required

REQUIRED QUALIFICATIONS:

KNOWLEDGE OF:

- Methods of cleaning and preserving floors, walls, and other elements of the facility
- Safe and effective use of cleaning materials, disinfectants and equipment used in custodial work
- Appropriate use of common cleaning tools in custodial work
- Basic knowledge of general building maintenance and basic inventory practices

ABILITY TO:

- Adjust to changes in scheduling to accommodate the needs of emergency situations
- Work effectively in the custodial and maintenance areas required by this position
- Develop work schedules
- Perform heavy manual labor
- Coordinate the work of Custodial I and II employees
- Effectively read, write and carry out oral and written directions
- Relate positively to students, staff and the public
- Maintain cooperative relationships with those contacted in the course of work
- Maintain confidentiality of school related information

EXPERIENCE:

- At least **three (3)** years of experience in custodial/maintenance work
- Additional experience in one of the building trades and in a supervisory capacity is desirable

EDUCATION:

- High school or equivalent

LICENSE:

- Valid California Driver's License

DESIRABLE QUALIFICATIONS

- Ability to communicate in Spanish

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11/03/93
10/30/94

CSEA/WUSD Agrmt 12/9/94
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