

PERSONNEL

**CUSTODIAN / MAINTENANCE and GROUNDS/ BUS DRIVER II**

**Salary Schedule 5 Range 8.5**

DEFINITION

Under general supervision, to assist in the responsibility for and participate fully in keeping the elementary and school plants clean and orderly; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This position works under the general supervision of the M.O.T. supervisor and the school principal.

EXAMPLES OF DUTIES

Assists in preparing work schedule for school plant and grounds in accordance with work load and available manpower; confers with Custodian / Bus Driver I regarding care and cleaning problems of school buildings; makes emergency repairs; assists in the requisition of needed custodial materials, supplies and equipment; assists in moving and arranging furniture and equipment, and setting up buildings and rooms for meetings or special events; makes out maintenance work order requests as needed; participates in the thorough cleaning and restoration of the elementary – middle school plant; performs all duties described in the Custodian / Bus Driver I specification; has responsibility for the maintenance of school grounds and facilities; operates a school bus as assigned over designated routes; performs other related duties as assigned.

LICENSE AND CERTIFICATES REQUIRED

A valid, appropriate California Class II driver's license, successful completion of the examination for school bus drivers given by the California Highway Patrol, to obtain a school bus certificate.

QUALIFICATIONS

Knowledge of:

- Methods, materials, and equipment used in custodial work;
- Requirements for maintaining school buildings and grounds in a safe, clean and orderly condition.

Ability to:

1. Use custodial and gardening materials and equipment skillfully.
2. Estimate quantity and types of materials and supplies needed.
3. Work cooperatively with those contacted in the course of work.
4. Makes repairs as necessary.
5. Understand and carry out oral and written directions.
6. Perform manual labor.
7. Incorporated within one or more of the previously mentioned essential requirements of this job description are the following essential physical requirements:
 

1. Seldom	= Less than 25 percent	3. Often	= 51-75 percent
2. Occasional	= 25-50 percent	4. Very Frequent	= 76 percent and above

  - 4   a. Ability to sit for extended periods of time.
  - 4   b. Ability to stand for extended periods of time and ascend and descend steps.
  - 4   c. Ability to see for the purpose of reading laws and codes, rules and policies and other printed matter and observing students.
  - 4   d. Ability to hear and understand speech at normal levels.
  - 4   e. Ability to communicate so others will be able to clearly understand a normal conversation.
  - 4   f. Ability to bend and twist, kneel and stoop.
  - 3   g. Ability to lift 50 lbs.
  - 3   h. Ability to carry 50 lbs.
  - 4   i. Ability to reach all directions.

PERSONNEL

CUSTODIAN / MAINTENANCE and GROUNDS/ BUS DRIVER II (continued)

Experience:

Two years of experience in custodial type work.

Education:

Formal or informal education sufficient to assure the ability to read and write at the level required for successful job performance.

OTHER RELATED FUNCTIONS OF THIS POSITION

Assumes other duties and responsibilities as assigned by district superintendent.

Employee: \_\_\_\_\_

Date: \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Adopted: September 8, 1976

Revised: January 11, 1994

Revised: May 10, 2005

Revised: January 9, 2018