

CLASS TITLE: CUSTODIAN / GARDENER
Range 12

CUSTODIAN:

Basic Function:

Under general supervision, to follow a schedule in the performance of custodial and light maintenance duties required to maintain assigned rooms, equipment, buildings and adjacent areas in a clean, orderly and secure manner.

Representative Duties: (For purposes of the Americans with Disabilities Act all the functions listed below are considered essential).

- Perform the full range of custodial and light maintenance duties involved in cleaning and maintaining assigned rooms, equipment, buildings and adjacent areas.
- Sweep, scrub, mop, wax and polish floors; vacuum rugs and carpets.
- Dust, wash and polish furniture and woodwork.
- Wash windows, walls, sinks and fountains.
- Clean restrooms; fill paper and soap dispensers.
- Polish metalwork.
- Clean chalkboards and trays.
- Clean, stack and store furniture and equipment; perform minor repairs to furniture and equipment.
- Perform special custodial work for faculty members or supervisors, including moving, arranging and setting up furniture and equipment for sporting and special events and meetings.
- Change light globes and tubes and diffusers.
- Turn out lights and secure area by locking doors, windows and gates.
- Empty and clean pencil sharpeners and waste receptacles.
- Perform routine groundskeeping duties, including picking up paper and other refuse and debris on grounds, sweeping sidewalks and entrances and setting up sprinklers.
- Maintain equipment used in the course of work; report any emergency, safety, health or fire hazards observed.
- Operate a variety of hand and power equipment and tools, including buffer, wet/dry vacuum cleaners, drills, sanders and other custodial equipment and tools.
- Transport goods from one location to another as assigned; unload supplies off trucks.
- Assist in performing routine maintenance duties, including repairing hinges, doors, hose connections, desks and chairs; and performing routine painting, plumbing and other related maintenance tasks using hand and power tools.
- Perform related duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Basic methods, materials and equipment used in cleaning and maintaining various types of building surfaces and furniture and equipment.
- Occupational hazards and standard safety practices necessary in the area of custodial work.
- Safe driving principles and practices.

ABILITY TO:

- Learn to perform minor repairs on school equipment, including hinges, doors, desks, chairs and hose connections.
- Learn to perform routine maintenance duties, including painting, plumbing and other routine maintenance tasks using hand and power tools.
- Learn and correctly interpret and apply the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Perform the full range of custodial duties under minimal supervision.
- Perform light to moderate manual labor.
- Understand, follow and maintain work schedules to ensure work is completed on time.
- Understand and follow oral and written instructions.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.
- Operate a wide variety of equipment and tools required for custodial work in a safe and effective manner.
- Operate a motor vehicle safely.

EDUCATION AND EXPERIENCE:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

- One year of work experience, preferably in the custodial field.
- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

LICENCE OR CERTIFICATES:

Ability to obtain an appropriate, valid driver's license.

SPECIAL REQUIREMENTS:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel crouch, stoop, squat, crawl, twist, climb and lift 50 lbs.; exposure to noise, outdoors, chemicals, electrical hazards and mechanical hazards; ability to travel to different sites and locations.

GARDENER:

Basic Function:

Under supervision, does gardening work on school grounds, caring for lawns, shrubs, athletic fields and other portions of school grounds.

Representative Duties: (For purposes of the Americans with Disabilities Act all the functions listed below are considered essential).

- Mows lawns and keeps equipment clean and operational
- Irrigates and makes minor repairs to valves, lines and sprinkler heads
- Trims plants, trees and shrubs
- Edges around sidewalks streets and driveways
- Fertilizes lawns and turf areas applies appropriate treatments to maintain healthy lawns
- Irrigates and cultivates around trees, shrubs and hedges
- Marks areas for athletic games and contests
- Maintains good appearance of grounds by destroying weeds picking up papers and debris
- Sprays and prunes shrubs and trees
- Installs, adjusts and operates automatic sprinkler systems
- Other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Lawn, shrub and tree development and maintenance
- Proper use of large and small lawn care equipment
- OSHA safety requirements for administering herbicides and pesticides
- Techniques to improve appearance of grounds
- Irrigation systems

ABILITY TO:

- Physically able to do strenuous work
- Relate well with students and staff
- Safely operate large and small yard maintenance equipment
- Drive a truck and trailer
- Take effective action to suppress

EDUCATION AND EXPERIENCE:

- High School Diploma or equivalent
- Experience with grounds maintenance and irrigation
- Knowledge of safe application of pesticides and herbicides

WORKING CONDITIONS:

ENVIRONMENT:

- Largely outside activity exposed to extremes of heat and cold. Some exposure to pollens, bees, mosquitoes, herbicides and pesticides.
- Must perform heavy labor at times.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

Board Approved: June 26, 2014