



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 69-2023/24
DOCUMENT NO. 58-2023/24
DATED: 02/21/2024

HEAD CUSTODIAN IV

DEPARTMENT/SITE: Maintenance and
Operations

REPORTS TO: Director/Custodial Supervisor

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 39

WORK CALENDAR: 261 Days

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Director – Maintenance and Operations and supervision of the Custodial Supervisor, the Head Custodian IV oversees, supports, leads, and provides work guidance to custodians in the performance of a variety of special cleaning operations during evening/night shifts at all school sites; ensures an attractive, sanitary, and safe environment for students, staff, and visitors; drives a District vehicle to District sites to inspect work and ensure that assignments are completed in a safe, proper, and timely manner. The incumbents in this classification provide the school community with leadership in evening/night custodial services at all District sites which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: the Head Custodian IV is a District roving position responsible for overseeing, supporting, and providing work guidance to custodians during evening/night shifts at all sites. This classification differs from the Head Custodian job classes, which are lead classifications in the bargaining unit and facilitate work coordination at an assigned site, and the Custodial Supervisor classification, which plans, schedules, coordinates, and supervises District-wide custodial operations.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Completes all responsibilities of the custodian in a manner that sets the standard of quality at the site to maintain a sanitary, safe, and attractive environment in urgent or absentee situations requiring immediate attention.
- Consults with administrative personnel to assist in planning, prioritizing and scheduling custodial activities and achieving site maintenance objectives.
- Drives a District vehicle to District sites and ensures campus buildings and adjacent grounds areas are maintained in a clean, orderly, and secure condition.
- Inspects facilities and work of night custodians to ensure that functions are performed efficiently in compliance with site requirements and established standards, and the site is suitable for safe operations; identifies and reports necessary repairs to facilities and/or equipment.
- Keeps supervisor informed of daily activities and reports incidents of vandalism, damages, accidents, unsafe conditions, items needing repair, and other issues.
- Operates a forklift or pallet jack for loading, unloading, shipping, and receiving warehouse items or materials.
- Participates in meetings, workshops, trainings, and seminars to convey and/or gather information required

- to perform job functions.
- Prepares written materials (e.g., supply requisitions, safety inspections, work orders, inventory records, timesheets) to document activities and/or related activities to administration for action; operates a computer and assigned software to perform various job duties (e.g., work orders, supply orders, timesheets).
- Remains on call for emergency custodial needs, as assigned.
- Requisitions equipment, supplies, and materials to maintain the availability of required items and complete jobs efficiently.
- Responds to immediate safety and/or operational concerns (e.g., facility damage, vandalism, alarms) and take appropriate action or notify appropriate personnel for resolution.
- Trains and provides work guidance to custodial personnel; assists with scheduling substitute staff on assigned shifts; provides ongoing feedback on employee performance and communicates any identified performance deficiencies to assigned supervisor(s); may serve as supervisor in the absence of the supervisor, as assigned.
- Transports various items (e.g., tools, equipment, supplies, furniture) to ensure the availability of materials required at school sites.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- Proper methods, techniques, materials, tools, and equipment used in industrial cleaning, including basic methods of cleaning floors, carpets, furniture, walls, and fixtures
- Proper use and care of equipment, materials, and supplies
- Principles and practices of training, leading, and providing work direction to others
- Requirements of maintaining schools and buildings in a safe, clean, secure, and orderly condition
- Perform basic math, including calculations using fractions, percentages, and/ or ratios
- Read a variety of manuals; write documents following prescribed formats, and/or present information to others
- Understand and effectively communicate complex, multi-step written and oral instructions
- Basic tools for minor repairs
- Use and care of supplies and equipment
- Safety practices, procedures, and precautions, including proper lifting techniques
- Effective time-management techniques and process improvements
- Principles and practices of leading the work of others and applicable work rules
- Safe use and handling of chemicals and products used in cleaning, sanitizing, and maintenance of facilities
- Hazards and safety practices related to custodial work to train and lead the work of custodians

Skills and Abilities to:

- Operate and train others in a variety of equipment and materials used in industrial maintenance, including electrical cleaning equipment and basic repair tools (e.g., vehicle, forklift/pallet jack, floor washer/buffer, backpack blower, scissor lift, boom lift, pressure washer, small hand/power tools)
- Perform minor non-technical repairs on custodial equipment
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Observe the work of assigned custodial personnel and make recommendations for improvements to assist in achieving the maximum quality and efficiency of custodial operations
- Address performance concerns and/or report concerns to the supervisor
- Operate a computer and assigned software needed to accomplish assigned duties (e.g., spreadsheets,

- databases, word processing, email)
- Prepare and maintain accurate records
- Work cooperatively with others in a variety of circumstances
- Problem-solve to identify issues and select appropriate action plan
- Read, write, speak, and understand English, and follow verbal and written directions
- Adapt to changing work priorities
- Meet schedules and timelines, and plan and organize work effectively
- Work confidentially with discretion, and work independently with minimal supervision
- Work flexible hours
- Establish and maintain effective working relationships with all those encountered in the course of work
- Analyze situations accurately, and adopt an effective course of action or improve procedures
- Observe and report safety hazards and need for maintenance and repair
- Adhere to safety practices
- Physical stamina sufficient to maintain a strenuous work schedule
- Maintain certifications and ongoing training

RESPONSIBILITY:

Responsibilities include working under direct supervision using standardized routines, providing information and/or advising others, and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

Four (4) years of experience as a school custodian, with at least two (2) years of experience as a head custodian.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive a vehicle to District sites to perform and/or inspect work and facilities.
- Valid Forklift Operator Certificate (must be obtained within six (6) months of employment)

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam (C) through the District's provider at the District's expense
 - Enrollment in the Department of Motor Vehicles Employer Pull Notice Program and submission of a current DMV driving record printout within six months of employment

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- The job is performed both indoors and outdoors under extreme temperature variations and hazards such as driving a vehicle, working with a variety of custodial equipment and power tools, and regular exposure to biohazardous waste, hazardous materials, dirt, dust, fumes, unpleasant odors, and/or loud noises

- Employees are required to work irregular shifts depending on the season
- Frequent operation of a personal vehicle, and occasionally a District vehicle, to travel within and outside the district for meetings, training sessions, and assisting staff at school sites.
- Visual acuity to see to drive, view a computer screen and read a variety of materials
- Significant dexterity of hands and fingers to operate custodial equipment, power tools, and manipulate objects
- Hearing and speaking to exchange information on the radio, by phone, or in person
- Sitting, standing, or walking for extended periods of time and on uneven ground
- Regular lifting, carrying, pushing, pulling, and/or moving moderate to heavy objects
- Reaching overhead, above/below the shoulders, and horizontally to retrieve and store equipment and supplies
- Bending at the waist, kneeling, crouching, and crawling
- Neck flexion/rotation
- Climbing, balancing, and working at heights
- Heavy manual labor