



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 20-2023/24
DOCUMENT NO. 10-2023/24
DATED: 09/20/2023

HEAD CUSTODIAN II

DEPARTMENT/SITE: Maintenance and
Operations

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 30

WORK CALENDAR: 261 Days

REPORTS TO: Principal/Custodial Supervisor

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Principal and Custodial Supervisor, the Head Custodian II plans, organizes, leads, and participates in a variety of special cleaning operations and the preparation of facilities for classroom activities and campus events; ensures an attractive, sanitary, and safe environment for students, staff, and visitors by performing, trains and provides work guidance to assigned custodians in the performance of their assignments and ensures that assignments are completed in a safe, proper and timely manner. The incumbents in this classification provide the school community with leadership in custodial services at an assigned site, which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

This job is distinguished from similar jobs by the following characteristics: the Head Custodian is distinguished from other custodian positions by their responsibility for planning, organizing, and leading the work of all custodians and related positions at a school site. The Head Custodian II positions are assigned to junior high schools whereas Head Custodian I is assigned to K-8 schools, Alternative Education schools, or other District sites with smaller student populations, fewer assigned personnel, and less complex school campus needs, and the Head Custodian III class is assigned to the comprehensive high school sites where the complexity of duties increases due to more varied class and program schedules, increased coordination of assigned personnel, and more complex school campus.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all 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 for maintaining a sanitary, safe, and attractive environment.
- Conducts a variety of training and drills with students and staff (e.g., fire, intruder, earthquake, health, and safety) to ensure that emergency procedures are in order, alarm systems are operational, and /or established procedures are effective.
- Consults with administrative personnel to plan, prioritize, and schedule custodial activities and achieve site maintenance objectives.
- Inspects facilities to ensure that the site is suitable for safe operations, maintained in an attractive and clean condition and identifies necessary repairs to facilities and/or equipment.
- Leads and provides work guidance to assigned custodial personnel; trains assigned personnel to develop and/or improve professional trade and safety awareness skills.
- Maintains, cleans, and performs minor servicing and repairs to all custodial equipment.
- Operates a computer and assigned software to perform various job duties (e.g., work orders, supply orders, monitor custodial budget, timesheets).

- Oversees facility maintenance activities and assigned custodial personnel to ensure functions are performed efficiently and in compliance with site requirements and established standards.
- Participates in meetings, workshops, trainings, and seminars to convey and/or gather information required to perform job functions.
- Performs seasonal maintenance (e.g., strip/wax floors, shampoo carpet, move furniture) to complete and/or facilitate summer projects.
- Prepares the site for daily operations (e.g., unlocks and opens gates, raises flags, picks up trash, blows/sweeps walkways) to ensure facilities are operational and hazard-free.
- 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.
- 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.
- Performs other related duties as assigned to ensure 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 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

Skills and Abilities to:

- Operate a variety of equipment and materials used in industrial maintenance, including electrical cleaning equipment and basic repair tools (e.g., vehicle, floor washer/buffer, backpack blower, scissor lift, boom lift, pressure washer, small hand/power tools)
- Adhere to safety practices
- Train, lead, and provide work guidance to assigned custodial personnel
- Prepare and maintain accurate records
- Work cooperatively with others in a variety of circumstances
- Interpret, apply, and explain rules, regulations, policies, and procedures
- Operate a computer and assigned software needed to accomplish assigned duties (e.g., spreadsheets, databases, word processing, and email)
- 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
- Physical stamina sufficient to maintain a strenuous work schedule
- Maintain certifications and ongoing training

RESPONSIBILITY:

Responsibilities include working under limited supervision, following standardized practices and/or methods, 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 affect 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:

Two (2) years of experience as a school custodian, with at least one (1) year experience as a head custodian.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive a vehicle to perform job duties as assigned.

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
- Drive a vehicle/golf cart to conduct work
- Visual acuity to see, 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