

CLOVIS UNIFIED SCHOOL DISTRICT

Position: Custodial Utility Worker, SOS

Salary Grade: 11

Salary Schedule: Operations

Department/Site: Custodial Services

Reports to/Evaluated by: Plant Supervisor

FLSA: Non-exempt

SUMMARY

Under supervision, the purpose of the position is to perform a variety of service-level jobs concurrent with on-going business and school schedules, including cleaning, moving and arranging of interior and exterior settings, exchange of lighting, replacement of air and water filters, and repair of dispensers, furnishings, and fixtures. Employee performs unskilled or semi-skilled servicing and maintenance tasks on facility fixtures and furniture, HVAC, and lighting systems. Work may be performed at a school plant, related facilities, or at the Sierra Outdoor School. Routine work is performed in accordance with established and well-known policies, practices, and procedures. The supervisor checks progress of work and provides instruction on accomplishing work involving unusual products or the use of unfamiliar equipment. Work relationships may extend beyond the peer group to District staff in other departments, faculty, and students. Work is performed in a variety of indoor and outdoor environments where health and safety considerations are continuous.

DISTINGUISHING CAREER FEATURES

This position requires a general aptitude and experience in building maintenance. Advancement is possible with specialized training in basic or advanced trades combined with additional experience. The level of advancement will depend on the type of specialization and may require formal apprenticeship.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists with and performs minor maintenance and repairs on structures, facilities, and equipment in one or more skilled and semi-skilled disciplines, e.g., electrical, plumbing, carpentry, and HVAC.
- Assists in the installation and preventative maintenance of heating, air conditioning and refrigeration equipment, furniture, and bulletin boards at school sites.
- Performs preventative maintenance servicing on air-conditioning and heating systems, including cleaning.
- Services and maintains a variety of air conditioning and heating systems including cleaning and refrigeration equipment, furniture, and bulletin boards at school sites.
- Cleans, repairs, and replaces light fixtures and ballasts. Changes filters and greases and oils bearings, motors, evaporative coolers, and compressors.

- Assists skilled technicians in cleaning and inspection of boilers. Requisitions supplies and prepares records of work completed.
- Operates and performs minor maintenance on light equipment, including carts, forklifts, and other labor-saving devices to facilitate moving furniture, fixtures, and building or event materials.
- Identifies and refers situations requiring assistance or the involvement of other departments to the shift lead or Plant Supervisor as appropriate; reports safety, sanitary, and fire hazards.
- Performs custodial tasks, i.e., emptying and cleaning waste receptacles; washing windows; dusting furniture; cleaning vents, fans, and walls; changing light bulbs; and cleaning air filters.
- Utilizes various cleaning agents, mixing according to label instructions and using them in accordance with prescribed safety precautions and directions.
- Sweeps, scrubs, mops, washes, and polishes floors. Washes windows, counters, and walls. Vacuums rugs and carpets.
- Dusts and polishes furniture and woodwork. Cleans chalkboards and erasers.
- Empties and cleans waste receptacles. Picks up paper and trash containers and empties them into large bins. Empties pencil sharpeners.
- Moves furniture and equipment.
- Sets up meeting rooms, classrooms, and other school facilities for special meetings and events. Sets up equipment for athletic events. May set up and take down furniture and standard and specialized equipment for functions and special activities.
- Performs grounds maintenance, e.g., trimming, raking leaves, removing fallen tree limbs, clearing trails, and general maintenance of trees and plants.
- Utilizes various grounds maintenance tools, e.g., shovel, rake, pitchfork, hand saw, chainsaw, blower, weed eater, and snow blower.
- Cleans, scrubs, and disinfects restrooms. Polishes metalwork and cleans sinks, mirrors, and other restroom fixtures. Maintains various classroom and restroom supplies, including paper towels, soap, toilet paper, and related items.
- Maintains and makes minor repairs to buildings and fixtures. Reports other repair and maintenance needs and assists others in making repairs.
- Changes combinations on locker locks. Checks doors, windows, and assigned areas for vandalism. Turns lights on and off. Unlocks and locks doors and gates. Raises and lowers flags. Washes walks and eating areas. Cleans and disinfects drinking fountains.
- Completes emergency cleanups in the cafeteria and other areas. Restocks supply and storage areas. May provide some shipping, receiving, and delivery services.
- Performs other duties as assigned that support the overall objective of the position.

QUALIFICATIONS

- **Knowledge and Skills:** Requires general knowledge of the methods, materials, tools, and equipment used in custodial care and routine facilities maintenance. Requires thorough knowledge of the buildings and grounds of the assigned site. Must have a functional knowledge of work hazards and safety procedures and some knowledge of chemical reactions.
- **Abilities:** Must be able to perform all essential duties with limited supervision and maintain tools and equipment in working condition. Requires the ability to perform routine maintenance tasks and determine when to refer more complex maintenance requirements to a supervisor or shift lead. Must be able to communicate effectively verbally and follow oral and written directions.
- **Physical Abilities:** Requires the ability to walk, bend, stoop, and perform repetitive arm and shoulder motions with moderate exertion. May lift light to medium weight materials or equipment up to 50 pounds. Requires visual acuity and depth perception to operate equipment and read safety materials. SOS Custodian requires the physical stamina and ability to perform various tasks in the mountains at elevations between 4,000 and 6,000 feet.
- **Working Conditions:** Work is performed indoors and outdoors where some health and safety considerations exist from physical labor and the use of cleaning chemicals. Ability to withstand exposure to dust, mold, fiberglass, and various chemicals. May be exposed to varying and adverse weather conditions.
- **Education and Experience:** High School Diploma or GED required. Reading and writing skills sufficient to perform duties and understand MSDS sheets are required. One year of experience in the general maintenance of buildings or operations involving the care and use of buildings is required. Prior custodial experience is preferred.
- **Licenses and Certificates:** Requires a valid California Driver's License. SOS Custodian may be required to have a Commercial Driver's License and medical examination card.