

# Sacramento County Office of Education Job Description

## Classification Title: Maintenance Custodian, Sly Park

### **DEFINITION**

Under general direction, performs custodial and general maintenance services at the Sly Park Environmental Education Center by keeping assigned areas clean, orderly, safe, and secure; performs related duties as assigned.

### **DIRECTLY RESPONSIBLE TO**

Appropriate Administrator

### **SUPERVISION OVER**

None; however, may provide technical direction to substitute custodians and volunteers.

### **DUTIES AND RESPONSIBILITIES**

(Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

#### **Sanitation**

Vacuums, sweeps, mops and spot cleans floors; wet mops cafeteria daily; cleans gymnasium; empties trash from containers both inside and outside and changes trash liners; cleans dorms and sanitizes restroom areas; disinfects toilets, urinals, sinks, showers, dorm mattresses, and bed frames; cleans and/or disinfects tables, desks, dry erase boards, countertops, woodwork, and vents in classrooms and work areas; spot cleans walls as needed; shampoos carpets, strips, waxes, and buffs floors; washes windows on both the inside and outside; performs major indoor and/or outdoor cleaning of walls, wet dusts and polishes all furniture; schedules major cleaning activities around site meetings and school schedules; moves equipment and furniture when performing above cleaning activities.

#### **Safety/Security/Maintenance**

Reports and removes any safety hazards; reads and interprets safety labels; understands and follows procedures to handle and store chemicals properly; maintains log of safety data sheets (SDS) for Sly Park; under direction, performs minor electrical, plumbing, lighting, furniture, fence, gate, sprinklers, and other related repairs; identifies and reports the need for major repairs to an administrator; assists with major repairs and jobs as requested; assists in maintaining and updating a minor repair/jobs maintenance log; replaces ballasts, light fixtures, bulbs and switches, HV/AC filters, doors, and broken window screens; reports and/or repairs damage done to campus property; reports any unauthorized visitors; secures gates, doors, windows, and building areas; opens and closes buildings; turns off lights and sets alarm systems prior to leaving buildings.

#### **Grounds Keeping**

Keeps grounds neat and clean at all times; removes grass, pine needles, leaves, fallen trees and branches, ice and/or snow from trails, walkways, stairways, decks, courts, roofs, and gutters; unclogs storm drains; mixes and pours cement for small projects such as walks, drains, and ramps; removes trash from grounds areas; maintains grounds by spraying herbicide, weeding, and pruning trees and bushes to create a firebreak; operates wood chipper and spreads chips on trails and grounds; assists in road snow removal using the motor grader.

#### **Supply/Inventory Control and Distribution**

Requisitions all Sly Park supplies and equipment in a timely manner to ensure adequate supplies and levels are available; receives, unloads, inventories, and maintains supplies for the Sly Park warehouse and distributes supplies as requested to appropriate buildings; keeps warehouse organized for supplies and school store products; prepares necessary paperwork to order items and maintains records related to inventory and supplies; refills all supplies and paper products in restrooms.

## **Campus Support**

Launders cleaning rags, craft towels, and aprons daily; launders sick room bedding, student bedding, and clothes as needed; feeds animals and cleans cages; traps and/or removes wild animals from campus; assembles, disassembles, delivers, and stores extra cots for overflow students; retrieves sports equipment from outside courts and forested areas; chops, splits, and stacks firewood for campfires using a power log splitter or axe; washes and maintains Sly Park vehicles; starts emergency generators and switches power sources during a power outage; checks propane level; switches septic lines; keeps water heaters and furnaces lit; provides direction to substitute custodians, student and adult volunteers.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience**

Sufficient formal and/or informal training necessary to read and write at a level consistent with the requirements of the position. Any combination of training and experience necessary to perform the duties as described; a typical qualifying background would include custodial experience at a school site or camp setting, and basic vehicle maintenance, carpentry, electrical, and plumbing experience.

### **Knowledge of**

Cleaning products, materials, and methods of their proper use; safety practices and sanitary procedures; proper lifting techniques; basic mathematical skills to understand ratios for mixing cleaning solutions; rules, regulations, and procedures to properly dispose of hazardous fluids, bloodborne pathogens, and chemicals; requirements of maintaining classrooms and buildings in a safe, clean and orderly condition.

### **Skill and Ability to**

Communicate effectively in both oral and written form; read, understand, and follow instructions, schedules, and safety label directions; operate a variety of cleaning and maintenance equipment in a safe manner including snow/leaf blower, motor grader, saws, drills, sander, buffers, back hoe, tractor, skip loader, trencher, and lift truck; perform minor repairs using hand and power tools; maintain tools and equipment in clean working order; perform routine maintenance on buildings and equipment; work cooperatively and effectively with individuals and groups; work independently with minimal supervision; organize and prioritize tasks to meet cleaning and maintenance schedules; perform the physical requirements of the position.

### **Other Characteristics**

Possession of a valid California driver's license and evidence of a safe driving record within the last three years required. (DMV printout acceptable); willingness to travel locally using own transportation to conduct work assignments; ability and willingness to work outdoors in varying degrees of temperatures and weather conditions, including rain and snow.

Revisions approved by Personnel Commission 6/8/21

Revisions approved by Personnel Commission 4/11/17

Revisions approved by Personnel Commission 6/11/13

Revisions approved by Personnel Commission 12/8/09

Previous title: Custodian, Sly Park

Revisions approved by Personnel Commission 9/19/06

New classification for Custodian-Sly Park adopted by Personnel Commission 2/17/99

Former title Custodian 11/92