

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; dusts and cleans blinds; performs major indoor and/or outdoor cleaning of walls; wet dusts and polishes all furniture; dusts and polishes stainless steel appliances/fixtures; 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 use, 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 administrator; assists with major repairs and jobs as requested; assists in maintaining and updating 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 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 walkways, 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

Assists in requisitioning 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; maintains warehouse organization of supplies and instructional supplies and equipment; assists in preparing 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, equipment, 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 with individuals from diverse backgrounds; read, understand, and follow instructions, schedules, and safety label directions; safely operate a variety of cleaning and maintenance equipment including power washer, 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 10/8/24

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