



IRVINE UNIFIED SCHOOL DISTRICT

CUSTODIAN III

DEFINITION:

Under the supervision of an assigned supervisor, performs routine custodial duties and assists with general maintenance activities at assigned District aquatic centers, District stadiums and assigned school sites or facilities; maintains buildings and adjacent grounds areas in a clean, orderly and secure condition.

DISTINGUISHING CHARACTERISTICS:

The Custodian III Classification is an intermediate level classification in the series. Incumbents are considered fully qualified in the custodial trade area and have two years of custodial related trade experience.

The Custodian II Classification is an entry level position. Incumbents must be capable of working reliably and independently to carry out assigned tasks and work schedules.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs routine custodial activities at an assigned school site or facility; sweeps, scrubs, mops, strips, waxes and polish floors; vacuums rugs and carpets in classrooms, offices, workshops and other work areas; spots clean and shampoo carpets.
Sanitizes swim decks and acid-washes pool, decks, gutters and filters as assigned; vacuums pool floors; replaces underwater lights; maintain proper chemistry of swimming pool water according to established procedures.
- Arranges for pool maintenance and mechanical equipment repair as assigned by the position; arranges walk-through inspections of pool facilities and takes necessary corrective action as appropriate.
- Ensures mechanical and non-mechanical pool equipment meets code specifications according to established procedures.
- Cleans classrooms, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways and other facilities as assigned; dust and polish furniture and woodwork; empties waste receptacles; spots mop spills; removes gum, debris and graffiti as needed.
- Cleans and disinfects drinking fountains and restroom facilities including sinks, toilets and urinals; fills dispensers with towels, soap, toilet paper and other items; washes mirrors, tile, walls and windows; unclog drains and toilets.
- Picks up paper and other debris from school grounds, walkways and areas adjacent to school facilities; sweeps concrete surfaces adjacent to school building.
- Operates custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned; operates light to medium weight trucks and equipment to pick up or deliver equipment, furniture and other supplies as assigned; drives a vehicle to conduct work.
- Replaces light bulbs and tubes; cleans boards, trays and erasers; empties pencil sharpeners; cleans tables, chairs and floors.
- Moves and arranges furniture and equipment; prepares classrooms and other facilities for special events or meetings as assigned; sets up and assemble chairs, tables and other furniture and equipment; cleans up furniture, equipment and debris following these events.
- Locks and unlocks doors, gates and windows as appropriate; turns lights on and off as needed; maintains security of assigned areas according to established guidelines; sets alarms as appropriate.
- Reports safety, sanitary and fire hazards to appropriate personnel; report need for maintenance and repairs to appropriate authority.
- Prepares and maintains records related to pool service and repair.
- Participates in the thorough cleaning and restoration of campus facilities during vacation periods.
- Provides assistance in the areas of warehouse and stadium work as assigned by the position.

QUALIFICATIONS GUIDE:

Knowledge of:

- Proper methods, techniques, materials, tools and equipment used in modern custodial, buildings and grounds work.
- Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.
- Proper methods of storing equipment, materials and supplies.

- Standard swimming pool (aquatic facility) safety precautions and procedures.
- Methods and tools used to maintain pumps, filters and related mechanical equipment.
- Health department and safety regulation policies related to commercial pools.
- Maintaining proper chemistry of swimming pool water.
- Requirements of maintaining buildings in a safe, clean and orderly condition.
- Appropriate safety precautions and procedures.
- Proper lifting techniques.

Ability to:

- Perform routine custodial activities at an assigned school site or facility.
- Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.
- Use cleaning materials and equipment in a safe and efficient manner.
- Read, interpret, apply and explain rules, regulations, policies and procedures governing pool sanitation and operation.
- Maintain proper chemistry of swimming pool water.
- Maintain pool facilities in a clean, safe and sanitary condition.
- Operate a variety of custodial equipment.
- Operate related hand and power tools and power equipment.
- Maintain tools and equipment in clean working order.
- Move and arrange furniture and equipment.
- Observe and report safety hazards and need for maintenance and repair.
- Understand and follow oral and written directions.
- Observe health and safety regulations.
- Meet schedules and time lines.

EDUCATION/EXPERIENCE:

Any combination equivalent to: one year experience performing building maintenance, grounds or custodial duties.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a variety of custodial equipment.
- Walking or standing for extended periods of time.
- Seeing to perform custodial duties.
- Lifting, carrying, pushing or pulling heavy objects up to 100 pounds with assistance.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders and working from heights to replace light bulbs.

WORK ENVIRONMENT:

Indoor/outdoor environment. Driving a vehicle to conduct work. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate. Hazards include:

- Subject to fumes, dust and odors.
- Exposure to cleaning agents and hazardous chemicals.
- Working on ladders.
- Seasonal heat and cold or adverse weather conditions.