



PACIFICA SCHOOL DISTRICT
Position Description

TITLE: Custodian II-Maintenance Worker/Groundskeeper

REPORTS TO: Director of Facilities, Maintenance and Operations

CLASSIFICATION: Classified

WORK YEAR: 12 month employee

SALARY: Classified Salary Schedule
~~Range 54~~ Range 55

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Basic Function

Under the supervision of the Director of Facilities, Maintenance and Operations, the incumbent will perform the duties of, Custodian II, and/or Maintenance Worker/Groundskeeper.

Essential Functions

- Ability to speak, read and write in English at a level sufficient to receive/provide assignment instructions and information, to successfully communicate with students, the public, co-workers, supervisors, etc. in a respectful and professional manner.
- Work under pressure to meet time schedules transporting students and completing work orders.
- Sufficient coordination/dexterity to operate and clean the interior and exterior of the vehicle, check fluid levels and tire pressure.
- Physical strength/agility sufficient to perform a wide variety of frequent physical tasks, including moving equipment/furniture, operating equipment, lifting heavy objects, stooping and bending.
- Ability and skill level to clean facilities including restrooms, classrooms, and other ancillary spaces.
- Execute assigned duties with regard to safety, learning environments needs, and a positive school climate.
- Perform all duties listed on the job description.

Duties and Responsibilities (Persons employed in this position may perform any combination of the essential functions shown below).

Custodian II:

- Confer with Principal regarding care and cleaning programs at a school plant.
- Follow work schedules and see that work is done in accordance with instructions.
- Set rooms up for special events and needs.
- Work with District staff, as directed by an administrator or supervisor, to set up and take down furniture, equipment, etc. for District sponsored events.



PACIFICA SCHOOL DISTRICT

Position Description

- Report needed repair work to proper authorities.
- Perform minor repairs and adjustments to building fixtures and equipment.
- Clean assigned rooms and areas including walls, floors, furniture, woodwork and other equipment.
- Assist incumbents of positions in the classification of Custodian I in doing their work properly, giving instructions and training new personnel.
- Requisition custodial supplies and equipment.
- Inspect buildings for fire, sanitary and safety hazards and make reports.
- Immediately remove all graffiti, and call Maintenance if the graffiti is excessive. Remove obscenities first.
- Direct visitors and safeguard school property.
- Perform routine grounds keeping chores including picking up and disposing of trash.
- Activate and deactivate alarms. As directed by the principal, deliver supplies and equipment to classrooms, the library, the multi-use room, etc.
- Assist in the complete cleaning of rooms and sites during periods when children are not present.

Maintenance Worker/Groundskeeper:

- Waters, trims and fertilizes lawns, shrubs, hedges, trees and flowers.
- Operates and maintains power-driven equipment such as lawn mowers, edger, clippers, rototiller, tractors and other grounds maintenance equipment.
- Drags and fills playground area.
- Lines athletic fields.
- Assists with repairs of playground facilities and school grounds and other outdoor structures.
- Uses hand tools to work soil and to remove weeds, undergrowth and debris from school grounds and landscaped areas
- Aids in pest control, flood control and weed control.
- Sweeps walks and driveways and picks up paper and rubbish.
- Assists in installing and maintaining sprinkler systems.
- Performs heavy physical labor in miscellaneous maintenance work.
- Operates and maintains, as assigned, a motor sweeper, pick-up or dump truck on a district-wide basis
- May perform general custodial and maintenance duties either seasonally or incidental to ground keeping activities
- Perform other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Safe and defensive driving practices.
- Proper operation of van/automobile.



PACIFICA SCHOOL DISTRICT
Position Description

- Provisions of the California Motor Vehicle Code.
- First Aid practices and procedures.
- Interpersonal skills using tact, patience and courtesy.
- Basic record-keeping techniques.
- Modern cleaning methods and the use and care of cleaning materials and equipment.
- Requirements for maintaining school buildings and grounds in a safe, clean and orderly condition.

Ability to:

- Drive a van/automobile safely and efficiently.
- Maintain order among children.
- Understand and carry out oral and written directions.
- Use cleaning materials and equipment with skill and efficiency.
- Perform heavy physical labor.
- Maintain cooperative relationships with fellow employees and the general public.

Physical Requirements:

- See and read fine print; have depth perception.
- Bend down to maneuver equipment.
- Use hands and fingers to manipulate small and/or large objects.
- Use lower body mobility to stand, walk, stoop, and bend to perform tasks such as lifting equipment from floor to other locations.
- Hear normal conversation in person and/or telephone.
- Reach horizontally and vertically with arms.
- Lift and carry 50 pounds.

Education and Experience:

Any combination equivalent to: High School graduate, with training, education, or previous job related experiences to the qualifications listed above.

Preferred: One year of experience in school custodial work and/or groundskeeping is desired.

LICENSES AND CERTIFICATES

Possession of a valid and appropriate California Driver's License issued by the State department of Motor Vehicles and possession of a current First Aid Certificate within three months of hire date.

Pacifica School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

Board Approved: 8/5/2015
[Board Adoption: Pending Approval](#)