

**LIBERTY UNION HIGH SCHOOL DISTRICT
HEAD CUSTODIAN/MAINTENANCE**

DEFINITION

Under general supervision and direction, to plan, assign, direct, coordinate, and perform skilled tasks in custodial/maintenance services required to maintain assigned buildings, adjacent ground areas and equipment in a clean, sanitary and safe condition; to assist in arranging and maintaining the physical environment required for activities held at a school(s); and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class involve serving as a head of custodial services of a school(s), with responsibility to direct and coordinate the work of all employees assigned to do custodian/maintenance, custodian/gardener, and gardener work at the school(s). Services rendered are varied and include responsibility for buildings and grounds.

EXAMPLES OF DUTIES

Assists in organizing, leads and personally performs custodial/maintenance work in accordance with prescribed work schedule; assists in the assigning, inspection, direction, and coordination of the work of the custodian/maintenance, custodian/gardener, gardener staff; keeps necessary records and prepares reports, requisitions for custodial supplies and equipment, helps train custodial/maintenance/gardener personnel; inspects buildings and grounds for damage, needed repairs, security and safety; inspects heating, electrical, air conditioning, and water equipment and makes or assists in repair or adjustments; directs and coordinates room, furniture and equipment arrangements for special events; assists in the coordination, direction and participates in major cleaning/maintenance programs of school(s), plant(s), during recess periods; assists in the coordination of the use of school facilities; performs and/or assists in maintenance, installation and repair of buildings, grounds and equipment in connection with construction and mechanical trades including plumbing, painting, drywall, carpentry, heating, electrical, masonry, metal work, glazing, tile work, lock repair roofing, flooring, ventilating systems, welding and mechanics. Take flags down.

QUALIFICATIONS

Knowledge of:

Methods, materials and equipment required for all custodial/maintenance and grounds service of school grounds and facilities.
Requirements for maintaining school building/grounds in a safe, clean and orderly condition.
Principles of directing, coordinating, and training and inspection for custodial/maintenance/grounds services.
Operating principles of heating and air conditioning equipment.
Basic terminology, vocabulary and craft skills used in plant/grounds maintenance and operation.
Methods, materials and equipment involved in the maintenance and operation of swimming pools.

Ability to:

Demonstrate leadership, good judgment and common sense.
Make basic mathematical calculations.
Plan, schedule, direct and coordinate a diversified custodial/maintenance/grounds work program.
Keep accurate records and make reports.
Estimate time and materials in connection with a custodial/maintenance/grounds work program.
Perform moderately heavy physical labor.
Use power and hand tools in a safe manner.
Demonstrate mechanical aptitude and ability.
Understand and carry out oral and written instructions.
Maintain cooperative relationships with those contacted in the course of work.
In emergencies shut off alarm, water, electrical panels.

Experience:

Three years of experience in custodial/maintenance/grounds or related work including one year of school custodial work.
Evidence of directing and coordinating lead experience.

Education:

Equivalent to the completion of the twelfth grade.

License Requirement:

Possession of a valid California Driver's License.

Other:

Must pass and maintain satisfactory results of the Post Offer, Pre-Placement Physical Evaluation Program (PEP). This physical strength test demonstrates a minimum level of strength to perform the essential functions of the job.