

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: CUSTODIAL/MAINTENANCE WORKER

BASIC FUNCTION:

Under the direction of the Manager, Facilities Services, perform a variety of custodial and routine building maintenance activities involved in maintaining assigned County Office buildings and facilities in a safe, clean and orderly condition.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of custodial and routine building maintenance activities involved in maintaining assigned County Office buildings and facilities in a safe, clean and orderly condition; sweep, scrub, mop, strip, wax and polish floors; vacuum rugs and carpets in classrooms, offices and other assigned work areas; spot clean and shampoo carpets.

Clean classrooms, offices, hallways and other facilities as assigned; dust, sanitize and wipe down desks, tables, furniture, countertops, doors, equipment, walls, windows and woodwork; spot mop spills; remove gum, debris, cobwebs and graffiti as needed.

Pick up paper and other debris from floors, school grounds, walkways, parking lots and areas adjacent to facilities; sweep doormats, loading docks, dumpsters and concrete surfaces adjacent to buildings as assigned; empty waste and recycling receptacles; replace liners.

Perform a variety of routine general maintenance and repairs; install, repair, adjust and replace electrical, plumbing and various other parts, components and fixtures such as outlets, washers, flush valves, faucets, drains and toilets; replace light bulbs and ballasts; unclog drains and repair leaks.

Drive a vehicle to pick up and deliver a variety of County Office supplies and equipment such as furniture, classroom materials, food, office supplies and mail as assigned; load, unload and distribute supplies and equipment; assure supplies and equipment are secure during delivery.

Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile and light fixtures; unclog drains and toilets.

Alter, repair or construct furniture and articles and structures of wood such as doors, chairs, benches, tables, partitions and desks as assigned; maintain walls and patch holes; replace tiles; install, maintain and repair doors, windows and classroom equipment; apply paint to buildings and facilities.

Move, arrange and assemble furniture and equipment as required; set-up and assemble chairs, tables and other furniture and equipment for meetings and other events as assigned; clean up furniture, equipment and debris following these events.

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Operate a variety of equipment such as vacuums, mops, buffer/scrubber machines, carpet cleaners and various hand and power tools.

Monitor inventory levels of custodial and other designated supplies; assist with ordering, receiving and maintaining inventory of supplies as assigned; stock classroom supplies as required.

Identify and report vandalism and safety, sanitary and fire hazards to appropriate staff; respond to emergency custodial and maintenance requests as needed.

Lock and unlock doors and gates as appropriate; set alarms as required; maintain security of assigned areas according to established guidelines.

Maintain routine records related to assigned activities as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods, techniques, materials, tools and equipment used in modern custodial and minor building maintenance work.

Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.

Requirements of maintaining buildings and facilities in a safe, clean and orderly condition.

Proper methods of storing equipment, materials and supplies.

Cultivating, pruning and watering of flowers, trees and shrubs.

Operation of a wide variety of hand and power tools and equipment.

Appropriate safety precautions and procedures.

Proper lifting techniques.

ABILITY TO:

Perform a variety of custodial and routine building maintenance activities involved in maintaining assigned County Office buildings and facilities in a safe, clean and orderly condition.

Operate and maintain a wide variety of hand and power tools and equipment.

Use various cleaning materials and methods.

Perform a variety of routine general maintenance and repairs in various areas such as plumbing, carpentry and electrical.

Move and arrange furniture and equipment.

Pick up and deliver a variety of County Office supplies and equipment.

Understand and follow oral and written directions.

Observe health and safety regulations.

Meet schedules and time lines.

Maintain routine records related to work performed.

Observe and report safety hazards and need for maintenance and repair.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: one year custodial, general maintenance or related experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Exposure to fumes, dust, odors, oil, grease and gases.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of equipment.

Walking or standing for extended periods of time.

Seeing to perform custodial and maintenance activities.

Lifting, carrying, pushing or pulling heavy objects as assigned by position.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Heavy physical labor.

Climbing ladders.

HAZARDS:

Exposure to cleaning agents and chemicals.

Working around and with machinery having moving parts.

Working at heights.