



PITTSBURG UNIFIED SCHOOL DISTRICT

HEAD CUSTODIAN

CLASSIFICATION SPECIFICATION

DEFINITION:

Under general supervision, to plan, assign, supervise, and personally perform custodial and light maintenance duties at an elementary junior high or adult school; to coordinate maintenance work with central maintenance personnel; and to perform all related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Positions in this classification are responsible for planning and supervising the regular cleaning of an elementary, junior high or adult school. Incumbents generally supervise a crew of one to five custodians, including providing them with work schedules, and assisting in evaluating their performance. Incumbents are also required to personally perform light maintenance and repair duties using hand and power tools, and to coordinate needed maintenance with the central Maintenance Department.

EXAMPLES OF DUTIES:

- Learns and adheres to the laws and regulations pertaining to driving District vehicles
- Plans, assigns, inspects, and supervises the work of the custodial staff
- Trains new employees and prepares work schedules
- Inspects buildings and grounds for safety and security
- Inspects heating, electrical, air conditioning and water equipment, and makes minor repairs or adjustments
- Sweeps, scrubs, dusts, and otherwise cleans offices, hallways, workshops, lavatories, classrooms, cafeterias, auditoriums, libraries, multipurpose rooms, and stairways
- Checks, replaces and delivers supplies
- Operates buffers, vacuum cleaners and other custodial equipment
- Lights and turns off boilers and heaters
- Confers with principal regarding care and cleaning programs at the school plant
- Keeps custodial records and prepares reports
- Requisitions custodial supplies and equipment, and controls the use of these materials
- Supervises room, furniture and equipment arrangements for special events
- Coordinates, supervises and participates in major cleaning of the school plant during vacation periods
- Assists in coordinating the use of school facilities
- Performs light maintenance and repair tasks using hand and power tools
- Prepares routine and emergency maintenance work orders
- Waters grounds
- May be responsible for issuing and maintaining records of school keys
- Raising / lowering designated flags
- Performs all related duties as assigned.

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MINIMUM REQUIREMENTS:

Knowledge Of:

- Provisions of the California Motor Vehicle Code applicable to the operation of District vehicles
- Modern cleaning methods, and the use and care of cleaning materials and equipment
- First aid and safety related to cleaning methods, practices and equipment
- Principles of supervision, and training and inspection for custodial services
- Operates principles of heating and air conditioning equipment
- Basic terminology, vocabulary and craft skills used in plant maintenance and operation.

Ability To:

- Plan, schedule and supervise a diversified custodial work program
- Perform light to moderate manual labor
- Skillfully operate any specialized cleaning and maintenance tools and equipment
- Understand, follow, and plan a work schedule
- Estimate time and materials needed on a wide variety of projects
- Keep accurate records and reports, including inventories
- Maintain cooperative working relationships with those contacted in the course of work.

Training & Experience:

Two years of experience in cleaning and maintaining building areas; or any combination of training and experience that could likely provide the desired knowledge and abilities.

Licenses:

Possession of a valid California Driver's License.

Physical:

Good physical condition as determined by pre and post employment inquiries and health reports.

Revised and Board Approved: June 8, 2022