

RIVERSIDE UNIFIED SCHOOL DISTRICT

CLASS TITLE: CUSTODIAL OPERATIONS ASSISTANT (Range 23)

BASIC FUNCTION:

Under the direction of the Custodial Operations Supervisor, plan, oversee and monitor the custodial operations and activities for assigned District-wide custodial staff; prioritizing and scheduling the cleaning and special projects of school buildings and District facilities; participate in special projects and routine custodial work; train and provide work direction to assigned custodial staff.

REPRESENTATIVE DUTIES:

Plan, oversee and monitor the work of District-wide utility crews and special project custodial crews; prioritize and schedule the cleaning and special projects of school buildings and facilities. *E*

Communicate with District maintenance personnel and administrators to coordinate, prioritize and schedule work projects, events and athletics. *E*

Train and provide work direction to assigned staff. *E*

Determine needed equipment, materials and supplies for custodial operations; requisition a variety of supplies, maintenance tools and equipment according to established District procedures; assure proper receipt of ordered materials. *E*

Coordinate, monitor and participate in the major cleaning of the school plant. *E*

Sweep, mop, strip, wax, and seal floors; vacuum rugs and carpets. *E*

Dust, wash, and polish furniture and woodwork. *E*

Empty and clean waste receptacles, including trash barrels. *E*

Pick up paper and other debris from school grounds, walk areas, and the areas adjacent to the school facilities; sweep concrete surfaces adjacent to the school buildings. *E*

Lock and unlock gates and doors, and set security systems; raise and lower flags. *E*

Drive a vehicle and conduct inspections of District buildings and facilities; determine needed custodial needs; assign and inspect the work of night crews to assure completion of assigned projects as directed. *E*

Prepare and maintain records, files, logs and reports related to inventory, supplies, work requests, work performed, vandalism and safety issues; operate a computer terminal to input and reference data. *E*

Assist in emergency situations as directed.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Methods, materials and equipment used in custodial work.
Requirements of maintaining buildings and facilities in good repair.
Appropriate safety precautions and procedures.
Cleaning equipment, tools, materials and supplies used in custodial work.
Principles and practices of training and providing work direction.
Proper methods of storing equipment, materials and supplies.
Oral and written communication skills.
Record-keeping techniques.
Operation and use of hand and power tools and equipment.

ABILITY TO:

Plan, oversee and monitor the custodial and general maintenance activities of assigned custodial crews.
Estimate and order custodial supplies.
Assist skilled personnel in the maintenance and repair of buildings and facilities.
Inspect facilities for maintenance and repair needs and fire, safety and health hazards.
Train and provide work direction to others.
Prioritize and schedule work.
Estimate materials and labor costs.
Work independently with little direction.
Communicate effectively both orally and in writing.
Maintain detailed records and prepare reports.
Establish and maintain cooperative and effective working relationships with others.
Perform heavy physical labor.
Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and three years increasingly responsible experience in custodial work, including one year in a lead capacity.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Sitting for extended periods of time.

Walking to conduct inspections.

Hearing and speaking to exchange information and make presentations.

Seeing to read and prepare work orders.