

**PACIFIC GROVE UNIFIED SCHOOL DISTRICT**  
**JOB DESCRIPTION**

**POSITION TITLE: CUSTODIAN III**

**DEFINITION:** Under the overall direction of the Director of Facilities and Transportation and site Principal,, directs assigned custodians and keeps assigned buildings and school grounds clean, safe and orderly.

**ESSENTIAL FUNCTIONS:** *Duties may include, but are not limited to the following:*

- Confer with the Director of Facilities and Transportation and Principal regarding care and cleaning problems with the school or administrative buildings
- Inspect buildings and grounds regularly for cleanliness and orderliness
- Plan custodial schedules to meet needs of school
- Assist in the cleaning of school and administration buildings
- Coordinate work and instruct custodians in their work
- Direct the preparation of facilities for special events
- Make minor non-technical repairs and adjustments to equipment and fixtures
- Turn on irrigation sprinklers as needed
- Requisition custodial materials, supplies and equipment
- Raise and/or lower flags
- Remove paper and other debris from school grounds
- Keeps simple records
- Lock and unlock doors and gates
- Place safety cones and signs as required on streets near school
- Perform special custodial work as assigned
- Assist Director and Principal in organizing school cleaning schedule during school breaks and participates in the District-wide cleaning program
- Other duties as assigned

**QUALIFICATIONS:**

**Knowledge of:**

- Methods, materials, and equipment used in custodial work
- Requirements for maintaining school buildings and grounds in a safe, clean and orderly condition
- Operation of shut-off valves for water, gas, and furnaces, main switches and any other safety equipment
- Safe work practices
- Cleaning methods, equipment operation and repair; mechanical tool operation and repair; safety practices as applied to cleaning products and equipment

**Ability to:**

- Estimate quantity and types of materials and supplies needed
- Develop and maintain cooperative working relations with those contacted in the course of work
- Direct others and ensure that scheduled work is done effectively
- Operate heating and ventilating equipment

**POSITION TITLE: CUSTODIAN III, Continued**

- Understand and implement role in emergency drills and responses
- Communicate clearly and concisely
- Understand and carry out oral and written directions

***EDUCATION AND EXPERIENCE:***

- Completion of the twelfth grade
- Three years of experience in custodial work
- One year of supervisory experience

***PHYSICAL REQUIREMENTS: of this position are, but not limited to the following:***

**Ability to:**

- Stand in one area for extended periods of time
- Stand and walk for extended periods of time
- Ascend and descend steps
- See for the purpose of reading work orders, diagrams, labels, and observing accuracy of reports and documents
- The ability to listen to and understand information and ideas presented through spoken words and sentences
- The ability to communicate information and ideas in speaking so other will understand
- Communicate using the telephone and radio
- Operate hand tools, mechanical equipment and power tools, as well as district vehicles, safely and efficiently
- Lift/carry up to 40 lbs. and to occasionally lift/carry equipment and supplies weighing up to 80 lbs
- Push/pull, squat, turn, twist, bend, and stoop
- Reach in all directions
- Think clearly and rationally to solve problems, make good judgments and decisions
- Perform the essential functions of this position in an accurate, neat, timely fashion
- Ability to meet the travel requirements of this position

***WORKING CONDITIONS:***

Indoor and outdoor working environments subject to bending, crouching, and kneeling in confined spaces such as attics and sub-floor areas; pushing/pulling of equipment and tools; reaching in all directions; long periods of standing/walking, and with appropriate safety equipment, working with potentially hazardous materials/equipment, solvents, paints, grease, oil, and other chemicals

***LICENSE OR CERTIFICATE:***

- Possession of a valid California Driver's license
- CPR/First Aid Certification is desirable

**NOTE:** This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job. Pacific Grove Unified School District adheres to the provisions of the Americans With Disabilities Act regarding reasonable accommodation procedures