
**REDDING SCHOOL DISTRICT
JOB DESCRIPTION**

LEAD CUSTODIAN/MAINTENANCE

DEFINITION OF POSITION

Under the supervision of the School Principal, is responsible for keeping the school grounds and buildings clean and well maintained.

EXAMPLES OF DUTIES - Important duties may include, but are not limited to, the following:

1. Performs all duties of the custodian and, additionally, directs assignments of other custodial staff to ensure standards for efficient and sanitary cleaning of the school campus are maintained;
2. Confers with site administrator concerning overall school cleaning;
3. Inventories and requisitions supplies and materials;
4. Trains new employees;
5. Moves furniture and equipment for special events;
6. Replaces lights, cleans/replaces furnace filters;
7. Makes non-technical repairs and adjustments to building fixtures and equipment;
8. Maintains sprinkler system;
9. Prepares athletic fields for sports activities;
10. Checks all points for security;
11. Maintains equipment used in course of work;
12. Files monthly inspection reports regarding any safety, sanitary, or fire hazards observed on site;
13. Performs other related duties as assigned which are reasonably related to the above.

QUALIFICATIONS

1. Maintains and makes non-technical repairs to plumbing (main valves, other valves, fountains, sinks, faucets, toilets, washers, rooter sewer line, etc.);
2. Maintains and repairs building (floor tiles, door adjustments, pneumatic adjustments, locks, glass replacement;
3. Maintains and makes non-technical repairs to air conditioners;
4. Makes non-technical electrical repairs;
5. Makes minor repair to equipment;
6. Install and maintain sprinkler systems with timers;
7. Makes minor AV, telephone, intercom, fuse replacements;
8. Knowledge of modern cleaning methods;
9. Knowledge of proper use and care of cleaning materials and equipment;
10. Knowledge of modern safety practices and procedures in use of equipment and supplies;
11. Demonstrated technical knowledge of electrical, mechanical, structural systems and practices.

12. Have the ability to perform general custodial and maintenance work;
13. Have the ability to perform heavy physical labor including lifting in excess of fifty (50) pounds.
14. Have the ability to make non-technical repairs;
15. Ability to direct the work of other custodial staff to result in the efficient operation of the site;
16. Able to understand and carry out oral and written directions;
17. Able to establish and maintain cooperative relationships with parents, students, and staff;
18. Posses and maintain valid California Drivers License.

EXPERIENCE

Two years paid experience performing duties listed above.

EDUCATION

Graduation from high school.

Lead Custodian/Maintenance

Range J

REVISED: 08/17/2010

BOARD APPROVED: 08/17/2010