DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: Night Custodian Coordinator

BASIC FUNCTION:

Under the direction of the Director of Maintenance, Operations, & Facilities, lead and participate in the custodial services required to maintain school buildings and offices in a clean, orderly and secure manner during late afternoon and evening shift; coordinate and support facilities projects; support warehouse operations.

REPRESENTATIVE DUTIES:

- Organizes, leads and performs custodial work to maintain school buildings and offices in accordance with prescribed work schedule during late afternoon and evening shifts.
- Inspects the work of custodial crew and provides assistance as required; assures work is performed in accordance with instructions and quality standards.
- Assists in the training and orientation of custodians in the performance of their duties.
- Inspects buildings and grounds for health and safety hazards, security and vandalism.
- Confers with the Director of Maintenance, Operations & Facilities and/or School Principal in planning the cleaning and maintenance of the school campus.
- Performs a variety of custodial and maintenance duties at all buildings.
- Provides substitute coverage when night custodians are absent.
- Assists with district safety planning.
- Prepares and update Material Safety Data Sheets (MSDS).
- Communicates and implements directions from the Director of Maintenance, Operations, & Facilities to the night custodial crew.
- Coordinates work schedules and problems with staff.
- Coordinates the cleaning of various sites.
- Instructs night custodial crew in the proper methods, materials and equipment to be used in work.
- Provides carpet cleaning and hard floor care at all sites.
- Assists in preparing facilities for special events and programs.
- Performs minor maintenance repairs.
- Responds to routine and emergency calls District-wide.
- Performs regular maintenance repairs on buildings through the work order system.
- Manages the fire alarm and security systems at the buildings with Rancho Santa Fe service.
- Helps with product training, including chemicals and machinery.
- Manages the maintenance of the district vehicles...
• Manages the district warehouse, including archiving and purging files as needed and supporting shipping/receiving.
• Assists MOF with any classroom moves.
• Coordinates Summer Camp Custodial coverage.
• Responsible for any afternoon/evening emergencies.
• Assists in coordination of summer maintenance and facilities projects (internal or contractor).
• Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:
• Methods, materials, and equipment used in custodial and general maintenance work.
• Requirements of maintaining school buildings in a safe, clean, and orderly condition.
• Safe practices related to cleaning methods and procedures.
• School security requirements.
• Oral and written communication skills.
• Operation of fire alarms, bell/time programming, utility systems, equipment commonly found in public schools.
• Health and safety regulations.
• Interpersonal skills using tact, patience and courtesy.
• Site cleaning schedules.

ABILITY TO:
• Confer with Director of Maintenance & Operations regarding custodial needs, schedules and concerns.
• Train and provide work direction to others.
• Observe and report safety hazards and need for maintenance and repair.
• Perform minor maintenance repairs.
• Meet schedules and timelines.
• Communicate effectively both orally and in writing.
• Understand and follow oral and written directions.
• Work cooperatively with others.
• Establish and maintain cooperative and effective working relationships with others.
• Work independently with little direction.
• Read interpret and follow rules, regulations, policies and procedures.
• Operate a variety of equipment used in the maintenance of school facilities, including floor buffers and strippers, wet and dry vacuums; maintain custodial equipment in a clean safe and operative condition.
• Lift objects weighing up to 50 pounds.

EDUCATION AND EXPERIENCE:
Any combination equivalent to: graduation from high school and (2) years of custodial experience in a school or related environment.

WORKING CONDITIONS:

ENVIRONMENT:
• Indoor and outdoor environments.
• Regular exposure to fumes, dust and odors.

PHYSICAL ABILITIES:
• Standing for extended periods of time.
• Bending at the waist.
• Pushing and pulling cleaning equipment.
• Lifting, moving heavy furniture and equipment up to fifty pounds.
• Climbing ladders.
• Reaching overhead, above the shoulders and horizontally to replace lights in high places.

HAZARDS:
• Exposure to dust and various cleaning chemicals.

SALARY:
Placement on the Classified Salary Schedule on Range 32.