

## 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 s.

#### **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.