

JOB DESCRIPTION

PERRIS ELEMENTARY SCHOOL DISTRICT

COURIER/CUSTODIAN/GROUNDSKEEPER

Definition

Under the supervision of the Supervisor of Maintenance & Operations and/or Director of Facilities, maintain assigned rooms, building or group of buildings, office and service facilities in a clean, orderly and secure manner; perform outdoor and general grounds care duties when assigned; and to do related work as may be required. Drives, receives and delivers Intra-District mail, U.S. Postal, and Nutrition Services monies throughout the elementary and high school district sites.

Essential Duties

1. Cleans and sweeps classrooms, portable units, restrooms, kitchens, multi-purpose areas, offices, halls, walkways, and outdoor facilities; maintains facilities in a clean and safe condition; picks up paper and other debris from grounds and buildings; washes windows and walls, cleans venetian blinds; empties and cleans trash receptacles.
2. Cleans and polishes woodwork, furniture and metal surfaces.
3. Scrapes and strips wax from floors, mops and waxes floors; vacuums carpets.
4. Picks up paper and other debris from turf and landscaped areas, buildings and court.
5. Cleans restroom; washes floors, disinfects fixtures, polishes mirrors, and fills dispensers.
6. Sets up for meetings at assigned facility for District functions and community events as directed.
7. Waters plants, shrubs; trims hedges, shrubs and trees; weeds grounds and gardens; rakes leaves.
8. Cuts, edges, trims and prunes landscaped areas. Operates power and hand tools.
9. Water landscaped areas by hand or by operating a sprinkling system.
10. May spray ground and building areas with insecticides and herbicides to rid these areas of insects and other pests.
11. May assist in the moving and arranging of bleachers, furniture and a variety of other equipment for special events. May assist in the preparation, lining, and marking of athletic event areas.
12. May load a light truck with trimmings and trash, and may drive it to a trash disposal area.
13. Haul sand, dirt, sawdust, and other materials utilized in the improving of landscaped areas.

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14. May assist in a variety of unskilled work involved in the erecting and repairing of fences and athletic field fixtures.
15. May assist in the installation, maintenance, and repair of sprinkling and irrigation systems.
16. Operate a variety of light grounds maintenance equipment, such as riding lawn mowers, edgers, lawn vacuums, and sweepers.
17. Operates sweepers, floor polishers and other custodial equipment.
18. Operates light grounds maintenance equipment such as electric shears and edgers.
19. Makes minor repairs to buildings and grounds systems and equipment; changes light bulbs.
20. Assists with plant security of facilities and grounds or safety of persons.
21. Drives vehicle between elementary and high school sites for the purpose of receiving and delivering Intra-District and U.S. Postal Mail and Nutrition Services monies.
21. Performs related duties as assigned.

Knowledge and Abilities

Basic methods utilized in grounds and custodial work; basic custodial and grounds maintenance equipment and supplies; basic health and safety practices related to assigned duties; perform routine grounds and custodial activities; work cooperatively with others; learn and apply rules, regulations, policies and procedure; operate sweepers, floor polishers and other custodial equipment; operate light grounds maintenance equipment such as electric shears and edgers; community effectively; understand and follow oral and written directions; perform minor maintenance using a variety of tools; perform heavy physical labor; lift heavy objects. Ability to drive own or District vehicle. Read and write English at a level required for successful job performance; make simple arithmetical calculations.

Physical Demands

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions. Persons performing service in this position classification will exert 75 to 100 pounds of force frequently to lift, carry, push, pull, or otherwise move objects. This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods. Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to

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operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job. Exposure to hot, cold, wet, humid, or windy conditions caused by weather may occasionally be experienced. Ability to drive own or District vehicle.

Experience and Education

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skills would be:

Experience

One year of paid experience in grounds maintenance or gardening work. Six months of experience involved with the care and cleaning of buildings and facilities.

Education

Equivalent to the completion of the twelfth grade.

License Requirement

Possession of a valid California Motor Vehicle Operator's License and proof of current vehicle insurance.

Condition of Employment

1. Insurability by the District's liability insurance carrier.
2. No candidate will be offered employment until references are checked.
3. No candidate will be offered employment until the District received a Department of Justice clearance.
4. No candidate will be offered employment until passing a physical examination.
5. After conditional offer of regular or substitute employment, each candidate will be required to pay the cost of all pre-employment processing which will include; fingerprints, TB test, and physical examination. Prior to employment, the selected candidate will be required to furnish physical examination and negative TB test results.