

NORTH COUNTY JOINT UNION SCHOOL DISTRICT  
500 SPRING GROVE ROAD  
HOLLISTER, CA 95023

CLASSIFIED POSITION

**JOB TITLE: Supervisor/Lead Custodian, Operations and Transportation**

**SALARY RANGE: 25**

**DEFINITION/BASIC FUNCTIONS:**

Under the direct supervision of the Manager, Fiscal Services and Operations, supervises the activities of maintenance, grounds, and custodial personnel. Performs a variety of maintenance and custodial duties. Operates a school bus over designated routes to transport school children as needed and supervises Transportation under the direction of the Superintendent/Principal

**DIRECTLY RESPONSIBLE TO: Manager, Fiscal Services and Operations**

**EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS:**

**OPERATIONS:**

1. Performs the routine carpentry work in the alteration, repair, maintenance and construction of buildings, partitions, cabinets, floors, roofs, doors, windows, wood fixtures and furniture
2. Services, maintains and performs adjustments and routine repair of district equipment
3. Performs general locksmith duties; installs and maintains door locks
4. Performs repairs to electrical wiring, switches, outlets, fixtures and motors
5. Performs installation and making emergency repairs and adjustments to plumbing fixtures and equipment including pipes, washers and gaskets, faucets, floats and valves
6. Paints buildings to maintain proper appearance
7. Inspects areas and grounds for vandalism, damage, and safety and sanitary hazards; reports safety, sanitary and fire hazards to supervisor
8. Replaces light bulbs, ballasts and lighting tubes
9. Responds to emergency cleanups such as spills and clogged drains
10. Changes filters
11. Checks and refills towel, toilet paper, soap dispensers and toilet seat covers
12. Coordinates delivery services for mail, packages, food and other warehouse item
13. Communicates with all vendors regarding custodial maintenance and grounds supplies
14. Checks mechanical and electrical systems
15. Oversees and participates in major cleaning of site/buildings during summer and/or recess periods and maintains and troubleshoots District office machinery and technology related equipment
16. Maintains air conditioning system, bell system, copiers, printers and other technology

## **Supervisor, Operations and Transportation**

### **Job Description**

**Page -2-**

17. Conducts inspections of all District facilities, including but not limited to fire alarms, sprinkler systems and bell systems
18. Responds to emergency calls after work hours and on weekends
19. Performs routine custodial functions as assigned such as cleaning classrooms, school offices, gym and other facilities, washes, scrubs, and disinfects restrooms, eating areas, multi-purpose areas, and related facilities
20. Moves and arranges furniture, books, and equipment
21. Raises/lowers flag, locks and unlocks doors and gates. Sets security system
22. Cleans/vacuums rugs and carpets in offices, classrooms, and other facilities
23. Sweeps, mops, scrubs, waxes and polishes floors
24. Sets up and arranges furniture and facilities for assemblies, lunch, meetings, and special events as requested or assigns custodial staff
25. Empties, cleans, and lines trash receptacles
26. Performs routine grounds keeping duties as assigned which may include mowing, weeding and watering lawn, changing irrigation sprinkler heads and repairing broken water lines
27. Attends District Safety meetings

### **TRANSPORTATION:**

1. Drives a school bus over designated routes as needed in accordance with time schedules, picking up and discharging school children
2. Escorts children across streets when necessary, stopping traffic as required
3. Transports students and teachers on field trips when needed to various locations, choosing the best route and making departure and arrival time as scheduled
4. Inspects bus prior to operation for safety purposes
5. Keeps bus clean and reports mechanical defects
6. Maintains order among children on buses
7. Follows established District policies and regulations and practices as they relate to transportation
8. Maintains daily record when operating a school bus
9. Observes the courtesy of the road, driving in a safe and prudent manner as determined by road conditions and weather
10. Recommends bus routes/stops and modifications
11. Monitors and responds to District radio communication network
12. Assists in processing field trips and assigning drivers
13. Develops and updates prescribed driver checklists for inspecting vehicles to maintain safe operating conditions
14. Assists with applications for private, state, and federal grants to replace school buses
15. Assists in ensuring transportation staff are trained and meet all Federal, State and local requirements
16. Assists supervisor as terminal manager in supervisors absence

**Supervisor, Operations and Transportation**  
**Job Description**  
**Page -3-**

**EXAMPLES OF SUPERVISOR DUTIES:**

1. Observes and evaluates custodians, grounds workers, and bus drivers annually
2. Assigns work and provides work direction to custodians and grounds worker
3. Reviews work of custodians and grounds worker
4. Creates and assigns maintenance and custodial schedules
5. Prioritizes work orders and develops work schedules

**Required Qualifications and abilities:**

1. Provide leadership to custodial and grounds staff
2. Communicate effectively verbally and in writing
3. Maintain records and prepare basic reports
4. Safe use of equipment and chemicals used in custodial, maintenance, and grounds work
5. Modern cleaning methods, materials, tools and equipment associated with custodial and maintenance work
6. Must have proper licenses/credentials to operate a school bus

**Training, Experience and Educational Requirements:**

1. Completion of formal and informal education sufficient to assure the ability to read and write at the level for successful job performance such as High School Diploma, G.E.D, or AA degree
2. Possession of an appropriate California Operator's License issued by the State Department of Motor Vehicles
3. A California Highway Patrol permit to operate a school bus
4. Appropriate First aid training

**Physical Demands of Position:**

- The following essential physical requirements:
- 1 Seldom
  - 2 Occasional
  - 3 Often
  - 4 Frequent
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1. Ability to stand, sit, walk, twist, stoop, crouch, climb, kneel, bend over, grasp, reach overhead, push and pull (4)
  2. In an emergency may have to drag up to 75 pounds (1)
  3. Ability to hear and understand speech at normal levels (4)
  4. Ability to read (4)
  5. Ability communicate so others will be able to clearly understand normal conversation (4)
  6. Ability to grasp and manipulate small objects (3)
  7. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and ability to adjust and focus (4)
  8. Use of chemical cleansers (4)

## **Supervisor, Operations and Transportation**

### **Job Description**

**Page -4-**

9. The employee must regularly lift and/or move up to 50 pounds and occasionally lift and or move up to 100 pounds and carry any object weighing up to 25 lbs on a continuous basis

#### **Work Environment:**

1. Inside and outside
2. School environment
3. Work under pressure of deadlines and time constraints
4. Maintain emotional control under stress
5. Ability to cover other work stations
6. Ability to deal with interruptions
7. Ability to deal with both adults and students
8. Drive in all types of weather and road conditions

#### **Work Hazards:**

1. Subject to exposure to communicable or infectious diseases
2. Subject to cleansing chemicals
3. Subject to walking on slippery surfaces
4. Subject to adverse weather and traffic conditions

**Daily Service:** Eight hours a day for 261 days a year