

**SAUSALITO MARIN CITY SCHOOL DISTRICT**  
**Job Description**

**CLASSIFICATION: Classified Employee**  
**TITLE: Lead Custodial/Maintenance/Driver/Grounds**  
**SALARY LEVEL: Range 9**  
**WORK YEAR: 12 Months**

**JOB DEFINITION**

Under the supervision of the Director of Maintenance and Operations, the job of driver is done for the purpose/s of safely transporting students over scheduled routes and/or to/from special excursions; ensuring vehicle is in safe operating conditions; ensuring safety of students during transport, loading and unloading from van and to do related work as required.

The Custodial/Maintenance worker is responsible for keeping assigned areas of buildings and/or grounds in clean, sanitary and safe condition. The Custodial/Maintenance worker confers with the Director of Maintenance and Operations or designee, regarding care and cleaning programs in assigned school and responds in a timely manner to work requests.

**ESSENTIAL DUTIES**

- Coordinates with the Director of Maintenance and Operations and delegates specific duties and tasks to MOT staff
- Insures that the Director of Maintenance and Operations instructions are followed
- Keeps custodial and inventory records
- orders and manages necessary custodial supplies and equipment
- communicates with Director of Maintenance and Operations as necessary
- reports needed repair work to school administration
- fill out maintenance paperwork and reports as necessary
- perform duties according to the direction of the Custodial Handbook
- make frequent routine inspections of school plant to ensure standards of safety are met and check for any vandalism to the school and equipment
- respond in a timely manner to work requests as directed by the Director of Maintenance and Operations or Site Administrator
- facilitate set up and break down for meetings as required, including but not limited to unlocking and locking meeting rooms, lighting, media, furniture, trash and attention to safety procedures
- perform opening and closing procedures (e.g. raising and lowering the flag and locking and unlocking doors
- secure facilities and grounds (depending on shift) (e.g. lock doors, turn off lights, set alarm, etc.) for the purpose of minimizing property damage, equipment loss and potential liability to the District
- Insure campus security
- Liaison to Sheriff and Police Department
- small repairs as needed
- assemble and make minor repairs and adjustments on furniture and equipment
- replace bulbs and fuses
- operate heating system and resolve minor heating system issues
- maintain trees, shrubs, plants and lawns in a routine manner
- conduct weekly inventory of custodial and maintenance supplies and equipment. Request necessary replacements
- respond to immediate safety concerns
- maintain confidentiality
- transport trash to dump weekly in the District truck
- delivers mail district wide
- responds to security calls as needed
- coordinates and performs all daily school custodial work
- advise students, special education students and other passengers of behavior requirements for the purpose of enforcing rules and regulations and maintaining safety on the van.
- assists students and other passengers for the purpose of providing safe ingress and egress from van, including both emergency situations (including van evacuations) and normal transport.
- cleans assigned van (e.g. windows inside, seats, general interior, sweeps floor, picks up trash, etc.) for the purpose of maintaining appearance, sanitation and safety of vehicle.
- drives schools' vans for the purpose of transporting students and/or special education students over scheduled routes and to/from School and/or field trips in a safe and timely manner.
- inspects assigned vehicles (e.g. all operating systems and equipment, brakes, fuel and oil gauge levels, tire pressure, fire extinguisher, first aid kit, windows, locks, doors, buzzers, etc.) for the purpose of ensuring that the vehicle is in a safe operating condition and meets state requirements.
- reports/documentation (e.g. incident reports, safety checks, student count, mileage, etc.)
- knowledge of the geography of the district and its rules and regulations
- perform other duties as assigned

## QUALIFICATIONS

### REQUIRED

#### Ability to

- perform strenuous work, which may include significant lifting, carrying, pushing, and/or pulling, some climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling, and significant fine finger dexterity
- be trained and work at varied tasks and to assist under the direction of the Director of Maintenance and Operations or Site Administrator whenever needed
- maintain buildings and grounds in a safe, sanitary, orderly condition
- operate machinery as instructed
- meet the physical demands of the job, including the ability to lift up to 50lbs. without assistance
- understand and carry out oral and written instruction in English
- establish and maintain cooperative relationships in a positive manner with students, staff and parents
- work in a diverse learning community
- follow directions
- problem solve independently
- know and implement district wide rules and procedures
- carry out essential duties in such a manner as to ensure personal safety and the safety of those in the immediate vicinity
- adhere to guidelines of mandatory reporting for suspected cases of child or substance abuse
- ability to drive and operate truck/trailer/van exercise good judgment and safety precautions
- maintain order among students on a van
- learn designated van route, stops, traffic hazards
- understands and carry out oral and written instructions
- establish and maintain cooperative relationships with those contacted in the course of work
- read and write at the level required for successful job performance
- perform duties efficiently

#### Licenses and Certifications

- possess and maintain a valid CA driver's license; driving record must not prevent insurability by District's carrier
- criminal justice fingerprint/background clearance
- pre-employment medical examination

#### Education

- a minimum of high school diploma or recognized equivalent

## SUPERVISOR

Site Administrator or designee. Director of Maintenance and Operations, or designee, provides functional supervision.