

BOISE SCHOOL DISTRICT
CLASS SPECIFICATION

GROUNDSKEEPER/CUSTODIAN

Purpose of Class

Performs maintenance and service work on school grounds, equipment and machinery, and irrigation systems; custodial and cleaning work as needed; performs related work as required.

Primary Function

The primary function of an employee in this class is to perform maintenance, repair, inspection, and service work on District school grounds, including equipment, machinery, irrigation systems, and related systems. When not working on the grounds, an employee in this classification may perform the work of Custodians. Duties include mowing and fertilizing grounds, snow removal, maintenance and repair of water lines and valves, irrigation and sprinkler systems, and playground and athletic equipment. The work is performed under the direct supervision of the Head Custodian or Assistant Head Custodian. The principal duties of this class are performed outdoors and may include working in adverse weather conditions and hazards involving the use of power tools and equipment and hazardous chemicals.

Essential Duties and Responsibilities (will vary by assignment)

- Perform general grounds maintenance, including mowing, trimming, weeding, and application of herbicides, pesticides, and fertilizers;
- Perform snow removal from sidewalks, walkways, parking lots, and other areas;
- Assist with scheduled maintenance, repair, and installation work on irrigation systems;
- Perform painting and graffiti removal duties;
- Prepare and maintain gardens, trees and shrubs, surface areas and other planting areas;
- Picks up and empty trash and trash containers;
- Maintain equipment, cleans mowers, etc.;
- Clean classrooms, vacuum carpets, sweep and mop floors, strip and wax floors, etc.;
- Clean and sanitize restroom areas, including toilets, sinks, mirrors, privacy dividers, walls and floors;
- Maintain supply levels in restrooms, including toilet paper, paper towels, and soap;
- Wash walls, windows and surface areas;
- Empty and clean trash containers, including transporting bagged waste to outside trash receptacles;
- Clean light fixtures and replace bulbs;
- Dust and clean air vents and changes air filters;
- Clean and polish mirrors, wood, and other special reflective and decorative surfaces;
- Clean spills, spot clean or shampoo carpets, and remove graffiti as needed;
- Operate, clean and maintain custodial equipment;
- Maintain sufficient inventory of cleaning supplies;
- Assist in moving and setting up furniture and equipment;
- Unload supplies, paper stocks, books, and inventory items;
- Lock and unlock buildings to maintain security and prevent vandalism;

- Sets up for and breaks down after special events;
- Interact with students, staff, faculty, administration and parents effectively and professionally;
- Follow oral and written instructions and observe District and Federal policies and procedures;
- Maintain student and District confidentiality;
- Perform all work duties and activities in accordance with District policies, procedures and safety practices.

Other Duties and Responsibilities

- Perform minor maintenance including, but not limited to, changing light bulbs, minor plumbing and electrical repairs, painting, and classroom repairs;
- Performs duties of a Custodian as needed;
- Attend in-services and training sessions;
- Perform other related duties as required.

Classification Requirements:

Knowledge of:

- Methods, materials, tools and standard practices of cleaning and maintaining public buildings;
- Preparation, use, and disposal of chemical cleaning agents;
- Appropriate use of cleaning agent for varied surface types;
- Safety procedures when cleaning and moving furniture;
- Methods, materials, tools, and standard practices of grounds and yard maintenance.

Ability to:

- Follow written and oral instructions and observe department and school policies and procedures;
- Operate, maintain, and perform minor repairs to grounds keeping equipment including, but not limited to, mowers, edgers, weed cutters, irrigation systems, blowers, and related equipment;
- Operate, maintain and perform minor repairs to powered custodial equipment including, but not limited to, vacuums, strippers, waxers, buffers, shampoo cleaners and power washers;
- Operate hand cleaning equipment including, but not limited to, brooms, dust and wet mops, dust pans, and dusters;
- Communicate effectively with the public and other employees.
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Work independently or with a team;
- Maintain student, school, and parental confidentiality;
- Establish and maintain effective working relationships with students, teachers and staff members, and other District personnel.

Acceptable Experience and Training

- High school diploma or GED equivalent preferred;
- One year grounds keeping experience is preferred;

- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent Groundskeeper.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively in person and comprehend written and oral instructions;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to view grounds keeping and cleaning areas, retrieve and use proper cleaning agents and operate cleaning tools and equipment safely;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate grounds keeping and custodial equipment and tools and ensure assigned areas are clean;
- Sufficient personal mobility, agility, strength, and reflexes, with or without reasonable accommodation, which permits the employee to stand for long periods of time, and work in a custodial environment.
- Jobs in this class require performing repetitive motions in fingering and hand/wrist/arm movements and standing for four or more hours at a time. Occasionally related job tasks may require, with or without reasonable accommodation, lifting up to 50 pounds, stooping, kneeling, bending, crouching, pushing, grasping and reaching.