

**SANTA BARBARA COUNTY EDUCATION OFFICE**  
**Personnel Commission**

**CLASS TITLE: CUSTODIAN/MAINTENANCE WORKER**

**BASIC FUNCTION**

Under the direction of the assigned supervisor(s), perform a variety of custodial and maintenance duties required to maintain buildings in a clean, secure and operable condition.

**REPRESENTATIVE DUTIES**

1. Sweep, mop, strip, wax and buff floors; vacuum, spot clean and shampoo carpets.
2. Wash and dust, screens, doors, desks, counters, table tops, walls, and telephone handsets.
3. Clean sinks, urinals, toilets, mirrors, drinking fountains and woodwork; apply disinfectant to urinals and toilet bowls; restock towel, tissue and soap dispensers.
4. Wash exterior and interior windows, sweep sills; empty trash, pencil sharpeners and paper shredder containers; pick up trash as needed.
5. Perform semi-skilled duties including plumbing, electrical, painting, and carpentry as it relates to the repair, alteration, construction and maintenance of buildings and equipment.
6. Perform building maintenance duties such as replacing bulbs, tubes and ballasts; repair furniture, fans, electrical heaters and motors; install and replace electrical outlets; repair and replace toilets, sinks, fixtures and drains; assist in the maintenance of heating systems.
7. Maintain security by checking doors, windows and lights; responsible for setting alarms and responding to alarm service requests during nights and weekends after work hours.
8. As directed, assist with preventative maintenance and minor repairs of county vehicles.

9. Set up rooms for meetings and special events.
10. Move materials, equipment, and furniture between various rooms and buildings; deliver mail and other documents as needed.
11. Perform other job-related duties as assigned.

## **KNOWLEDGE AND ABILITIES**

### **Knowledge of:**

Principles and methods of custodial and semi-skilled maintenance.  
Proper use of tools and equipment used in custodial and building maintenance.  
Health and safety regulations.  
Oral and written communication skills.

### **Ability to:**

Clean buildings and related fixtures and equipment.  
Perform maintenance and repairs to assigned buildings, including general carpentry, plumbing, and painting.  
Understand and follow oral and written directions.  
Lift, carry, push and/or pull materials and equipment weighing up to 100 pounds.  
Work independently with little direction.  
Establish and maintain effective working relationships with others.

## **EDUCATION AND EXPERIENCE**

High school diploma or equivalent and two years of experience in custodial and maintenance duties, preferably working in a school setting.

## **LICENSES AND OTHER REQUIREMENTS**

Incumbents in this class must possess a valid California driver's license and insurance coverage required by law.

## **WORKING CONDITIONS**

Work includes indoor and outdoor environment; subject to travel between sites; lifting, noise, dust, fumes and toxic chemicals; on call for building security as needed.

APPROVED BY PERSONNEL COMMISSION: February 23, 1995