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Class Specification for the Class:

SCHOOL CUSTODIAN II

Duties Summary:

Performs routine manual work in cleaning and maintaining school buildings and the surrounding campus area; performs heavy lifting and other strenuous tasks and simple building maintenance and repair work; and performs other related duties as assigned.

Distinguishing Characteristics:

A position in this class performs typical custodial duties in cleaning school buildings and the surrounding campus area, and also performs tasks such as: 1) lifting and carrying heavy furniture and equipment, (2) cleaning places and equipment which are not easily accessible, (3) operating heavy-duty industrial cleaning equipment, and (4) performing simple building maintenance and repair work not calling for a trade skill.

Examples of Duties:

Sweeps and mops floors, hallways, stairways and classrooms; wipes, dusts and polishes furniture and metal work; cleans woodwork, walls, venetian blinds, electrical fixtures and windows and other places which are not easily accessible; mops, cleans, disinfects and services lavatories and restrooms; cleans water fountains and wash basins; waters, rakes, weeds and spreads top soil on lawns; mows areas not accessible to gang power mowers; picks up rubbish, leaves and other refuse; assists in trimming and pruning hedges, trees and shrubbery; assists in planting and fertilizing shrubbery, grass and flowers; assists in propagating and transplanting young plants and shoots; moves and transports heavy objects such as office and classroom furniture, benches, platforms and refuse disposal barrels; loads, unloads and distributes school and janitorial supplies and equipment; replaces toilet floats, faucets, fluorescent and standard light bulbs and fuses; makes simple repairs to doors, windows, jalousies, stairways, venetian blinds, chairs, sprinkler systems and other school facilities and equipment; operates heavy-duty industrial cleaning equipment such as vacuum cleaners, scrubbing machines and floor polishers; removes spots and stains from carpets and may operate a shampoo machine to clean carpets; and may be in charge of janitorial supplies and equipment for the school and assist in taking inventories of such supplies and equipment.

Knowledge and Abilities Required:

Knowledge of: Cleaning methods, materials and equipment; basic grounds maintenance practices; and uses of common hand tools.

Ability to: Understand and follow simple oral and written instructions; apply cleaning methods safely and effectively; perform groundskeeping tasks; perform heavy lifting and moving; operate heavy industrial type cleaning equipment; make simple building maintenance repairs; get along well with young people.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class SCHOOL CUSTODIAN II by the Department of Education Civil Service system.

DATE APPROVED: DEC 15 2005

EFFECTIVE DATE: JUL - 1 2005



Gerald Okamoto
Assistant Superintendent
Office of Human Resources

PART I

DEPARTMENT OF EDUCATION
STATE OF HAWAII

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Class Specification for the Classes:

SCHOOL CUSTODIAN III, IV, V

Duties Summary:

Supervises work connected with the cleaning and maintenance of school buildings, surrounding grounds and walkways; and performs other related duties as assigned.

Distinguishing Characteristics:

These classes reflect immediate overall responsibility for the cleaning and maintenance of school buildings, surrounding grounds and walkways, and include the supervision of one or more subordinate custodians.

Grade Standards:

School Custodian III: This class is characterized by responsibility for a school where both of the following situations exist: (1) the enrollment is 900 students or less, and (2) supervision is exercised over one or more but less than four (FTE) subordinates.

School Custodian IV: This class is characterized by responsibility for a school where both of the following situations exist: (1) the enrollment is from 901 to 1500 students and (2) supervision is exercised over four to seven (FTE) subordinates.

School Custodian V: This class is characterized by responsibility for a school where both of the following situations exist: (1) the enrollment is more than 1500 students and (2) supervision is exercised over more than seven (FTE) subordinates.

Examples of Duties:

Directs work of subordinates in providing custodial services for a school; assigns, lays out, inspects and supervises the work of subordinates to insure that buildings and grounds areas are kept in a clean and orderly condition; personally performs the more difficult maintenance work to plumbing and electrical fixtures and to woodwork not requiring journey worker level trade skills; supervises custodial staff in preparing for special school functions; has charge of cleaning and operational maintenance of special school equipment such as swimming pools, auditoriums and loud speaker systems; supervises or participates in the propagation and cultivation of flowers, plants and lawns;

requisitions, receives, stores and is responsible for janitorial supplies and equipment for the school assigned and takes periodic inventories of such supplies and equipment; maintains records of supplies dispensed and of equipment issued; makes reports on work accomplished and of unusual happenings or accidents; keeps daily time sheets; has security responsibility for the school; turns "night lights" on and off at proper hours; may supervise student help when assigned; may operate power equipment such as power lawn mowers; may perform the typical duties of lower level custodians if necessary.

Knowledge and Abilities Required:

Knowledge of: Cleaning methods, materials and equipment; types of cleaners for various materials and surfaces; common trade practices and tools; equipment and tools used in grounds maintenance; general practices in the cultivation and care of flowers, plants, shrubs, trees and lawns; principles and practices of supervision.

Ability to: Issue and follow oral and written instructions; plan work and supervise others; make minor maintenance repairs to the building and equipment therein; operate heavy industrial type cleaning equipment; keep records and make simple reports; meet and deal tactfully with other employees, school age children or youth, and the public.

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