

**WILLOWS UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE: LEAD CUSTODIAN (District-wide)**

**Classification: Range 34**

**BASIC FUNCTION:**

Plan, coordinate and monitor custodial operations functions for the District. Oversee and participate in the custodial maintenance and special projects within the district; perform minor maintenance and repairs to equipment and facilities; train and provide work direction to assigned custodial staff. Provide work direction to staff in the custodial department in coordination with the site administrator and assist in the evaluation of district-wide custodians' performance.

**REPRESENTATIVE DUTIES:**

Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

Train and provide work direction and guidance to assigned custodial staff; prioritize and schedule work; monitor work performed; analyze needs and implement an effective custodial program; respond to emergency situations as necessary.

Develop and conduct orientation training of new custodial personnel.

Research, evaluate and recommend custodial supplies, materials and equipment for purchase; requisition and order said supplies and materials for District use.

Maintain records and prepare reports, including custodial supply orders and equipment information data; provide input in the budget preparation.

Coordinate the development of specifications related to custodial equipment and supplies; work with Purchasing Department on annual custodial bid items.

Participate in the interview and selection of custodial personnel as requested.

Prepare or review paperwork such as requisitions, work orders, invoices, time cards, estimate requests and other necessary paperwork.

Assist in interviews, selection, supervision, and evaluation of custodial staff in accordance with established District policies.

Conduct work distribution studies and prepare verbal or written reports on

findings; recommend staffing levels in cooperation with the District Office.

Develop and institute programs designed to assure a high level of cleanliness, appearance and safety.

Use a computer to access and prepare various paperwork, reports, correspondence and forms for both daily operations and special projects.

Coordinate school inspections and recommend actions for improvement with site administrators or other staff members as appropriate.

Sweep, sanitize, scrub, dust and clean offices, hallways, workshops, restrooms, classrooms, cafeterias, auditoriums, libraries, multi-purpose rooms and stairways.

Strip, mop, wax and clean/refinish floors.

Vacuum rugs; empty and wash trash containers; replenish paper and soap dispensers.

Clean walls, furniture, woodwork and equipment.

Wash windows, walls and woodwork; remove graffiti as assigned.

Clean erasers, whiteboards, chalkboards, desks, cabinets, shelves and window sills.

Sweep sidewalks and curbs; pick up trash and debris from school grounds.

Set up tables and chairs, furniture and equipment.

Check, replace and deliver supplies and equipment.

Lock and unlock buildings, gates, windows and facilities; turn off lights and alarms; raise and lower flags.

Operate floor maintenance machines, vacuum cleaners and other custodial equipment; maintain equipment in proper condition.

Monitor assigned areas to prevent vandalism and theft; report vandalism and damage to school facilities according to appropriate procedures.

Replace light bulbs and perform minor repairs to fixtures and custodial equipment as necessary.

Check for broken locks and broken glass and report need for repair to appropriate personnel.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern cleaning methods including basic methods of cleaning and preserving floors, black boards, carpets, furniture, walls and fixtures.

Requirements of maintaining school buildings in a safe, clean and orderly condition.

Cleaning equipment, tools, materials and supplies used in custodial work.

Health and safety regulations.

Estimate quantity of materials needed.

Principles of training and providing work direction.

Record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Principles and practices of supervision and training.

Methods, equipment and supplies used in the custodial care of buildings and related site facilities.

Work planning, organization and scheduling methods.

Industrial safety practices and building health and safety standards.

Principles of training and providing work direction.

Interview and evaluation procedures and practices.

Applicable sections of the State Education Code and other applicable laws.

Applicable regulations regarding hazardous waste collection and disposal.

Operation of computer equipment.

**ABILITY TO:**

Learn cleaning methods and proper care of equipment.

Perform heavy physical labor.

Read and understand cleaning and chemical labels.

Understand and follow oral and written instructions.

Establish and maintain cooperative and effective working relationships with others.

Effectively train, supervise, and provide work direction to others.

Prioritize and schedule work.

Complete work with many interruptions.

Lift, carry, push and pull heavy objects up to 50 lbs.

Work independently with little direction.

Direct the work of others in performing custodial work.

Counsel employee and/or evaluate work of subordinate personnel.

Communicate effectively both orally and in writing.

Interpret and implement District policy

Analyze situations accurately and adopt an effective course of action.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma or equivalent and responsible experience in custodial and general maintenance work.

**WORKING CONDITIONS:****ENVIRONMENT:**

Indoor and outdoor work environment.

Incumbents in this class may be required to respond to emergency calls.

**PHYSICAL DEMANDS:**

Bending at the waist, kneeling or crouching.

Carrying, pushing or pulling custodial equipment.

Lifting, carrying, pushing, or pulling moderately heavy furniture and equipment.

Reaching overhead, above the shoulders, and horizontally.

Standing for extended periods of time.

Walking over rough and uneven surfaces.

**HAZARDS:**

Exposure to cleaning chemicals

Fumes from paints and solvents.

Working at heights.

**WILLOWS UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

**CLASS TITLE: BUS DRIVER/LEAD**

**Classification: Range 38**

**BASIC FUNCTION:**

Plan and schedule bus driver training programs; plan school bus routes; support the maintenance of district-wide vehicles; supervise and assist in the evaluation of transportation staff; perform related work as required.

**REPRESENTATIVE DUTIES:**

Individual positions may not perform all of the duties listed nor do these examples include all responsibilities of positions in this class.

Drive a school bus over designated routes.

Plan and schedule the bus driver training program in compliance with California State laws including classroom, behind-the-wheel, in-service meetings, emergency evacuation plans and others.

Assist in developing and maintaining school bus safety, accident prevention, and investigation programs; prepare reports and maintain related records and files.

Instruct others in district-wide transportation protocol and procedures.

Assist in investigating accidents and completing required reports; make recommendations for repeat training or other disciplinary action according to established procedures.

Supervise and assist in evaluations of performance of assigned staff; conduct road evaluations for drivers; participate in the interviewing and selecting of new employees; supervise the assignment and assist in the evaluations of substitute, probationary, and assigned regular drivers.

Plan and evaluate bus routes and stops; determine shortest, safest route and appropriate locations for pickups; modify route as appropriate.

Communicate with staff, administration and the public regarding transportation operations and concerns; resolve problems related to walking distances, stops, routes and others.

Maintain and coordinate mandatory inspections of district-wide vehicles; keep accurate records of necessary maintenance and inspections as appropriate.

Assist in the investigation of accidents and complete required reports.

Provide information to bus driver applicants related to the proper procedures for procuring school bus driver certificates.

Schedule drivers for extra duties based on contract requirements; modify schedules as appropriate.

Develop and maintain school bus safety procedure, accident prevention, and investigation programs.

Perform dispatching duties as necessary.

Verify time cards and payroll related data.

Perform related duties as assigned.

## **KNOWLEDGE AND ABILITIES:**

### **KNOWLEDGE OF:**

Safe driving practices and defensive driving practices.

Proper operation of school buses.

State and local traffic laws and regulations.

Special needs of disabled passengers.

Provisions of the California Vehicle Code and the Education Code applicable to the operation of vehicles in transporting students.

Scheduling and coordination of the bus driver training and transportation program.

Transportation scheduling and routing methods and techniques.

First aid procedures.

Record-keeping techniques.

Interpersonal skills using tact, patience, and courtesy.

Principles and practices of supervising personnel.

Organization and scheduling methods.

Interview and evaluation procedures and practices.

Operation of computer equipment.

### **ABILITY TO:**

Plan, schedule, and coordinate a School Bus Driver training program.

Assist in the evaluation of School Bus Drivers.

Prepare and maintain accurate records related to vehicles and drivers.

Drive a school bus safely and efficiently.

Observe legal and defensive driving practices.

Read and interpret maps.

Apply and interpret District policies and procedures related to student discipline.

Communicate effectively with others.

Maintain safe discipline level among passengers.

Administer first aid to ill or injured children.  
Maintain bus in clean and proper working condition.  
Recognize malfunctions in equipment and take appropriate action.  
Follow oral and written directions.  
Work cooperatively with others.  
Learn accident review and investigation procedures.  
Assist in conducting safety inspections and perform routine preventive maintenance.  
Establish and maintain cooperative and effective working relationships with others.  
Work independently with little direction.  
Counsel employee and/or evaluate work of subordinate personnel.  
Communicate effectively both orally and in writing.  
Interpret and implement District policy.  
Analyze situations accurately and adopt an effective course of action.  
Lift, carry, push and pull heavy objects up to 50 lbs.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school diploma or equivalent and increasingly responsible experience in bus driving, transportation or fleet operations work with no chargeable accidents in the last three years (Title 13 California Administrative Code)

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Valid California School Bus Driver Certificate.  
Presentation and continuance of a satisfactory driving record which insures maintenance of liability insurance coverage.  
Medical Card.  
Maintenance of a negative drug and alcohol test certification.  
CPR/First Aid Certificate must be maintained throughout the validity of the license if the waiver is used.  
Willingness to occasionally respond to emergency calls at night and on weekends.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

School bus and indoor environment.  
Driving a vehicle to conduct work.  
Constant interruptions.  
Incumbents in this class may be required to respond to emergency calls in the case of catastrophic events.  
Adverse weather conditions.  
Exposure to pollen, noise, dust and fumes.  
Emergency call-out.

**PHYSICAL DEMANDS:**

Sitting for extended periods of time when operating a transportation vehicle.  
Bending at the waist, kneeling, or crouching.  
Reaching, pulling and pushing to open bus doors.  
Reaching overhead, above the shoulders and horizontally.  
Sitting or standing for extended periods of time.  
Lifting objects up to 50 lbs.  
Walking over rough and uneven surfaces.

**HAZARDS:**

Traffic hazards.  
Driving a vehicle during adverse weather conditions.  
Working around or with equipment having moving parts.  
Occasional exposure to hazardous waste.