



RESIG POST OFFER /PRE-PLACEMENT PROGRAM
JOB ANALYSIS

Job Title:	Custodian	Department:	Maintenance
District:	Sonoma County Schools		
Shift:	Days	Hours Per Shift:	8 hours
Overtime:	Occasionally	Hours Per Week	40 hours

General Job Summary

Under supervision of Head Custodian performs a variety of custodial work and general cleaning in assigned district buildings. Performs other duties as assigned.

Organizational Relationships

Supervision Given:	Employee does not provide any direct, formal supervision
Supervision Received:	Employee receives direct supervision from Head Custodian

Essential Job Functions

The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Essential and marginal (non-essential) job functions are subject to modification. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job.

Frequency	Function
Daily	Cleans and maintains floors by sweeping, scrubbing, waxing, and polishing as needed. Vacuums carpets. Shampoos and spot clean carpets.
Daily	Washes, cleans and dusts windows, mirrors, railings, walls, furniture, tables, benches, woodwork, lockers, and other equipment as needed.
Daily	Empties waste containers and transports to dumping area by hand truck.
Daily	Washes, scrubs, and disinfects rest rooms.
Daily	Replaces light bulbs. Reports damaged buildings, broken equipment, and any safety/fire hazards to ensure the safety of students and staff.
Daily	Moves and rearranges desks, chairs, tables, furniture and other equipment as needed.
Daily	Sets up for and performs maintenance at special events such as sporting events and weekend events.
Daily	Locks and unlocks doors, windows, and gates at assigned facilities. Sets alarms.
Daily	Reports to supervisor when lights outside of the school are non-operation, adjusts light timers as needed.
Daily	Sweeps and picks up trash and debris from black top and other assigned areas.
Daily	During school vacation periods, participates in the thorough cleaning and restoration of schools and district buildings.
Daily	Performs minor grounds keeping work such as; raking and blowing leaves and watering lawns
Daily	Performs other duties as designated in job description.

Non-Essential Functions

None

Job Qualifications

Education:	High school equivalent
Experience:	Preferred custodial experience
License/Certification	CA driver's license, must pass background check

Knowledge

- **Customer and Personal Service** - Knowledge of principles and processes for providing (internal or external) customer services including customer needs assessment, meeting quality standards for service, and evaluation of customer satisfaction.
- **Public Safety and Security** – Knowledge of relevant equipment, policies, procedures and strategies to promote effective local, state, or national security operations for the protection of people, data, property and institutions.

Skills

- **Active Learning** - Understanding the implications of new information for both current and future problem-solving and decision-making.
- **Active Listening** - Giving appropriate attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **Attention to Detail** - Maintaining appropriate attention to detail based on the complexity of work performed.
- **Communication and Comprehension** - Conveying written and/or non-written information effectively; comprehending and understanding documentation and verbal or visual communications.
- **Equipment Maintenance** - Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- **Equipment Selection** - Determining the kind of tools and equipment needed to do a job.
- **Operation, Monitoring and Control** - Watching gauges, dials, or other indicators to make sure a machine is working properly; controlling operations of equipment or systems.
- **Repairing** - Repairing machines or systems using the needed tools.
- **Service Orientation** - Actively looking for ways to help people.
- **Time Management** - Managing one's own time and the time of others.

Abilities

- **Category Flexibility** - The ability to generate or use different sets of rules for combining or grouping things in different ways.
- **Deductive Reasoning** - The ability to apply general rules to specific problems to produce answers that make sense.
- **Information Ordering** - The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g. patterns of numbers, letters, words, pictures, mathematical operations).
- **Time Sharing** - The ability to shift back and forth between two or more activities or sources of information.

Physical Demands

Never (N)	Not Required
Rare (R)	Less than 10% of the shift
Occasional (O)	Up to 33% of the shift
Frequent (F)	Up to 66% of the shift
Constant (C)	Over 66% of the shift

Lifting

Weight Range	Frequency					Examples of Items Lifted	Height Lifted	Item Weighed	
	N	R	O	F	C			Y	N
0 – 10 lbs				X		Cleaning supplies, phone, spray bottles, loose supplies, trash cans, debris	1-6'	Y	
11 – 25 lbs			X			Trash bags, tables, furniture	1-5'	Y	
26 – 50 lbs			X			Desks, tables, furniture	1-5'	Y	
51 – 75 lbs			X			With assistance			
76 – 100 lbs			X			With assistance			
Over 100 lbs			X			With assistance			
Heaviest Item Lifted	X					Furniture with assistance	1-5'	Y	

Notes regarding items weighed (if any): None

Carrying

Weight Range	Frequency					Examples of Items Carried	Distance Carried	Item Weighed	
	N	R	O	F	C			Y	N
0 – 10 lbs				X		Cleaning supplies, phone, spray bottles, loose supplies, trash, debris	1-100'	Y	
11 – 25 lbs			X			Trash bags, tables, furniture	1-100'	Y	
26 – 50 lbs			X			Desks, tables, furniture	1-50'	Y	
51 – 75 lbs			X			With assistance	1-50'	Y	
76 – 100 lbs			X			With assistance			
Over 100 lbs			X			With assistance			
Heaviest Item Carried	X					Furniture with assistance	1-50'	Y	

Notes regarding items weighed (if any): None

Category	Frequency					Surface(s)	Activity
	N	R	O	F	C		
Sitting		X				Office chair, vehicle seat	Operating vehicle, planning daily assignments
Walking				X		Carpet, linoleum/tile, concrete, outdoor terrain, asphalt	Transporting materials, gathering tools/supplies, general cleaning, performing floor care
Standing			X			Carpet, linoleum/tile, concrete, outdoor terrain, asphalt	Accessing supplies, performing general cleaning

Category	Frequency					Activity
	N	R	O	F	C	
Bending (Neck)			X			Observing work, cleaning floors, performing general cleaning

Bending (Waist)				X	Reaching low drawers/shelves, accessing items near floor/ground
Twisting (Neck)				X	Observing surroundings, operating vehicles/equipment
Twisting (Waist)				X	Accessing supplies/materials, performing general cleaning
Squatting			X		As alternative to bending
Climbing			X		Stepstool, ladder
Kneeling			X		Obtaining dropped items, working near floor/ground
Crawling	X				Obtaining dropped items, working near floor/ground
Pushing/Pulling (Dominant hand)				X	Drawers/doors, cart
Pushing Pulling (Non-Dominant hand)				X	Drawers/doors, cart
Reaching – Above Shoulder Level			X		Accessing items on upper shelves, changing light bulbs, performing general cleaning.
Reaching – Below Shoulder Level				X	Performing general cleaning, accessing supplies
Balancing			X		Ladder, step stool
Coordination (Eye, Hand, Foot)			X		Operating vehicles

Category	Frequency					Activity
	N	R	O	F	C	
Repetitive Use of Hands				X		Performing general cleaning, accessing supplies
Simple Grasping (Dominant Hand)				X		Performing floor care, general cleaning
Simple Grasping (Non-Dominant Hand)				X		Performing floor care, general cleaning
Power Grasping (Dominant Hand)			X			Transporting/positioning heavier objects and furniture
Power Grasping (Non-Dominant Hand)			X			Transporting/positioning heavier objects and furniture
Fine Manipulation (Dominant Hand)			X			Dialing phone, operating spray bottle, using small tools, equipment control
Fine Manipulation (Non-Dominant Hand)			X			Dialing phone, operating spray bottle, using small tools, equipment control
Hand and Arm Twisting/Turning				X		Mopping, vacuuming, cleaning
Computer Operations/Writing		X				

Environmental Demands

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Company vehicle, tractor, lifts
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Power tools, tractor, lifts
Walking on uneven ground	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ramps, outdoor locations
Exposure to excessive noise	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Power tools, machinery/equipment
Exposure to extremes in temperature, humidity, wetness	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Outdoor conditions, refrigeration, freezer
Exposure to dust, gas, fumes, or chemicals	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Dust, primer, solvents
Working at heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Ladder, scaffold, roof tops
Operation of foot controls or repetitive foot movement	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Driving
Use of special visual or auditory protective equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Gloves, safety glasses
Working with biohazards	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Waste products

Sensory Demands

Factor	Y	N	If yes, describe
Seeing close (inspecting)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Operating hand/power tools, observing work
Seeing far (observing)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Monitoring work area, operating vehicles
Seeing to sides (peripheral vision)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Monitoring work area, operating vehicles
Seeing colors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Electrical wiring
Speaking	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Communicating with co-workers
Hearing Speech	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Communicating with co-workers
Hearing mechanical sounds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Operating power tools
Sensing odors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inspections
Sensing touch	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Inspections

Machinery/Equipment/Work Aids

Machinery	Vehicle, Golf Carts
Equipment	Blower, auto scrubber, carpet cleaner, vacuum
Tools	Screwdriver, hammer, drill, cleaning equipment
Other Work Aids	Aerial lifts, TBD by district

MENTAL/COGNITIVE DEMANDS	Required Yes/No	
	Y	N
Relate to other people	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Perform daily activities (ex. ability to attend meetings, socialize with others, attend to personal needs, etc.)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Maintain personal habits	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Multitask relative to job duties	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Understand, carry out, and remember instructions	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Respond appropriately to supervision	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Perform work requiring regular contact with others	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Perform work where contact with others will be minimal	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Perform tasks requiring minimal intellectual effort	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Perform intellectually complex tasks requiring higher levels of reasoning, math and language skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Perform repetitive tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Perform varied tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Make independent judgment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Perform under stress (emergency, critical, dangerous situations); speed/sustained attention are make-or-break aspects of the job	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work relative to the job description	<input checked="" type="checkbox"/>	<input type="checkbox"/>

NOTE:

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer has a responsibility to consider reasonable accommodations for individuals with disabilities.