



## STAFF REPORT

**TO:** Board President and Trustees  
**FROM:** Martin Rodriguez  
**DATE:** November 5, 2018  
**SUBJECT:** Human Resources

**Recommendation:**

Approval of an MOU and Job Description: Lead Custodian. (A)(D)(V)

The recommendation is to approve the MOU and Job Description.

**Discussion:**

This approval corrects the initial Lead Custodian job description that was initially approved September 10, 2018. The change is in the salary schedule range only. The range was reduced from the 9/10/2018 approval. No change in language or functions of the position.

**Fiscal Impact:**

Fiscal impact planned for in 2018-2019 budget with the retirement of long term employee and change of position to Lead Custodian.

**Follow-up for Staff:**

Please have Dr. Garcia sign the MOU, Martin Rodriguez, and the signatures of the CSEA staff will be required to obtain.

**Attachments:**

1. Memorandum of Understanding Agreement
2. Job Description

**MEMORANDUM OF UNDERSTANDING AGREEMENT**

This **MEMORANDUM OF UNDERSTANDING AGREEMENT** ("Agreement") is entered into by and between the Richland School District ("District") and the California School Employees Association and its Richland Chapter #39 ("Association" or "CSEA"), referred to as the "Parties."

The Parties enter into this MOU regarding the new job description for Lead Custodian, attached to this Tentative Agreement.

The Parties agree that the Lead Custodian will be hired internally.

The Parties agree to the new job Description for Lead Custodian as follows:

- Salary Range 12
- 12 Months

For the District:

\_\_\_\_\_  
Dr. Dagoberto Garcia  
Superintendent

\_\_\_\_\_  
Martin Rodriguez  
CBO

\_\_\_\_\_

Dated: \_\_\_\_\_

For the Exclusive Representative:

\_\_\_\_\_  
Kenneth Daniel  
CSEA Chapter President

\_\_\_\_\_  
Hilda Osorio,  
CSEA Chapter Vice President

\_\_\_\_\_  
Jose Angel Jimenez,  
CSEA Negotiating Committee Member

\_\_\_\_\_  
Lupe Larios,  
CSEA Labor Relations Representative

Dated: \_\_\_\_\_



## Job Description

### Lead Custodian

Classified Bargaining Unit Position  
Range 12 – 12 Months

#### Job Summary:

The Lead Custodian will plan, coordinate and oversee the various custodial procedures required to allow for the uninterrupted operation of the district's facilities, ensuring that the standards of cleanliness, sanitation, safety and security are met. Transports students, including special education students, to and from school within prescribed routes and on field trips authorized by school officials when necessary.

#### Immediate Supervisor:

Chief Business Official

#### Minimum Qualifications & Abilities:

- High school diploma or equivalent.
- California State Driver's License w/acceptable DMV Printout.
- California State School Bus Driver's License.
- Completion of a school bus driver's training program.
- Current Medical Examiner's Certificate.
- Safe driving record and one (1) year of experience in the transportation of school children preferred.
- Knowledge of the proper application of first aid practices and procedures.
- Knowledge of the provisions of the California Motor Vehicle Code and the Education Code as they apply to the operation of vehicles transporting school children.
- Ability to work with and supervise children.
- Ability to work effectively with staff and public, and establish and maintain cooperative working relationships with those contacted in the course of work.
- Minimum of four (5) years of experience in school facility custodial services.
- Knowledge of materials, disinfectants, equipment, and methods used in custodial work.
- Ability to use cleaning equipment and materials with skill and efficiency.
- Ability to use tools in minor maintenance work.
- Interpersonal skills using tact, patience, and courtesy.
- Ability to understand and carry out oral and written instructions.
- Good physical condition as determined by pre-employment physical relative to the physical requirements of the job.

#### Essential Functions:

- Prioritizes work and prepares written schedules for custodial staff.
- Reviews and inspects school facilities to ensure that the scheduled custodial functions have been completed.
- Trains and assists custodial staff and sub custodial staff with daily functions and best practices.

- Coordinates custodial inventories and preparing lists for custodial and replacement items.
- Effectively applies the District Safety Policy and reports safety hazards to maintenance for necessary repairs.
- Works in shop performing odd jobs as necessary.
- Performs routine custodial functions at assigned site; cleans classrooms, offices, restrooms, kitchens, cafeterias, and other site facilities; operates cleaning equipment, such as vacuums, buffer, floor cleaning and polishing machines, and gasoline blower; and performs other general cleaning tasks.
- Sweeps, scrubs, strips, seals, disinfects, mops, waxes, and polishes floors; cleans and vacuums carpets.
- Dusts, cleans, and polishes furniture.
- Cleans walls, ceilings, windows, woodwork, marker boards, and equipment.
- Cleans and disinfects drinking fountains, telephones, trash cans, and kitchen areas.
- Dusts light fixtures, furnaces, ledges; empties trash receptacles and pencil sharpeners; stocks and replaces towel, toilet tissue, and soap dispensers.
- Replaces lights and batteries; sets clocks; resets fire alarms and bell systems.
- Picks up paper, glass and debris; cleans, rakes, sweeps, and waters grounds; removes graffiti.
- Sets up, moves, and adjusts furniture and equipment as needed.
- Responds to emergency cleanups; makes minor repairs as needed.
- Locks and unlocks doors and gates to ensure security of buildings and grounds; responds to emergency calls; turns main water, power, and gas lines on and off as necessary; accepts evening civic activity assignments as necessary.
- Cares for and displays flags.
- Drives a school bus within the prescribed route(s) in accordance with time schedules, picking up and discharging students safely at designated stops.
- Escorts and assists students on and off vehicles, across streets, stopping traffic when required.
- Transports students and teachers on field trips to various locations, sometimes choosing the best route, and meeting departure and arrival times as scheduled.
- Conducts safety and operational inspection of assigned vehicle once a day as required.
- Maintains bus in safe and clean operating condition; reporting needed mechanical repairs; services the bus with gas and oil; checks tires and battery; cleans windshields, headlights, and washes buses; follows security precautions.
- Maintains order and proper discipline among students on buses following District policies regarding resolving disputes, documenting situations, and the disciplining of children.
- Transports children with special learning needs and physical handicaps.
- Operates a special bus ramp; loads and unloads students in wheelchairs on and off bus; permits only properly functioning wheelchairs on bus, and secures the wheelchair(s).
- Administers first aid as required.
- May be required to lift students physically and mechanically into and from bus.
- Maintains a variety of records as required, including but not limited to the daily bus reports, mileage, routing, maintenance, and cleaning logs.
- Attends on-going trainings of new techniques associated with all aspects of school bus driving (safety, discipline techniques, professional enhancements, etc.).
- Develops and maintains appropriate relationships with parents and the public at the onset and for the duration of designated routes.
- Performs other duties as assigned by Superintendent or designee.

Board Approved:

## JOB TASK ANALYSIS

<b>Employer:</b> Richland School District				
<b>Job Title:</b> Lead Custodian				
<b>Location:</b> MOT				
FUNCTIONAL MOBILITY	OCCAS	FREQ.	CONT	NOT REQ
Sitting		X		
Standing			X	
Walking			X	
Crawling	X			
Stair Climbing	X			
Ladder Climbing		X		
Balancing		X		
Squatting		X		
Stooping		X		
Twisting at the Torso			X	
Kneeling		X		
Forward Bending		X		

<b>Contact Person:</b> Chief Business Official					
<b>Phone Number:</b> 661-746-8610					
<b>Hours/Day:</b> 8			<b>Days/Week:</b> 5		
HAND/ARM TASK	O	F	C	RT	LT
Pinch		X		X	X
Grip			X	X	X
Fine Manipulation		X		X	X
Finger Press		X		X	X
Keypad	X			X	X
Keyboard	X			X	X
Vibration		X		X	X
Required Force		X		X	X
REACHING	O	F	C	RT	LT
Floor to Waist		X		X	X
Waist to Chest		X		X	X
Chest to Overhead		X		X	X

### LIFTING

WEIGHT	FREQUENCY				OBJECTS	LIFT HEIGHT	
	MIN	OCCAS 11-33%	FREQ. 34-66%	CONT. 67-100%		LOWEST POINT	HIGHEST POINT
1 - 25 LBS.			X		boxes, supplies, trash cans/bags, bus evacuation	floor	overhead
26 - 50 LBS.		X			trash cans/bags, supplies, cleaning equipment, bus evacuation	floor	waist
51 - 75 LBS.	51+ lbs. requires assistance						
76 - 100 LBS.							
100+ LBS.							

### CARRYING

WEIGHT	FREQUENCY	OBJECTS
1 - 25 LBS.	X	boxes, supplies, trash cans/bags, bus evacuation
26 - 50 LBS.	X	trash cans/bags, supplies, cleaning equipment, bus evacuation
51 - 75 LBS.	51+ lbs. requires assistance	
76 - 100 LBS.		
100+ LBS.		

### PUSH/PULL - MAX. FORCE

WEIGHT	FREQUENCY	OBJECTS
1 - 25 LBS.	X	carts, boxes, cleaning equipment
26 - 50 LBS.	X	furniture, carts, bus evacuation
51 - 75 LBS.	X	furniture, carts, bus evacuation
76 - 100 LBS.	X	furniture, carts, bus evacuation
100+ LBS.	X	furniture, bus evacuation