

# Leon County Public Schools Classification Specification

Salary Grade 36

## Summary Information:

**Classification Title:** Custodian

**Date Prepared:** 04/2003

**FLSA Status:** Non-Exempt

## Typical Decisions and Recommendations Provided to Others:

Most decisions are referred to higher authority for approval. Incumbent carries out assigned plans and programs.

## Activity Identification

### Activity Name

413	General Cleaning	Clean offices, halls, corridors, classrooms, cafeterias, restrooms, library, conference rooms, and other interior facilities. Operates cleaning equipment to perform job duties.
413 A	General Cleaning – Food Services	Clean Central Kitchen and delivery equipment. Operate cleaning equipment to perform job duties.
414	Grounds Maintenance	Clean and maintain grounds, parking areas, etc. Maintain athletic fields. Repair pavement. Maintain fence line, irrigation system, bleachers, trim bushes and trees. Animal control as required.
400	Local Building Security and Access	Open and close buildings. Monitor security.
426	Equipment Set up/ Break down	Move or set up furniture or equipment (e.g., computers, bleachers and sports equipment). Arrange rooms/auditoriums. Remove furniture or equipment after event and clean area as required.
999	Assigned Duties	Perform other duties as assigned.

## General Classification Specification Factors:

**Education/Experience:** High School Diploma or equivalent with no related experience required

**Supervisory Responsibility:** None

**Type of Supervision:** N/A

**Effective Date:** 07/01/2003

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### Skill Identification

<b>Managerial/Supervisory Skills</b>	<b>Important</b>	<b>Not Important</b>
<ul style="list-style-type: none"> <li>Developing Multi-year Strategic and/or Operational Plans</li> <li>Developing Annual Budgets</li> <li>Policy Development</li> <li>Controlling Expenses</li> <li>Coordinating Resources</li> <li>Decision making</li> <li>Delegation</li> <li>Individual/group leadership</li> <li>Interpersonal (working with groups)</li> <li>Knowledge of Business/organizational systems</li> <li>Negotiating and/or persuading others to take action</li> <li>Promoting safety</li> <li>Supervising, coaching and developing employees</li> </ul>		

<b>Office Skills</b>	<b>Important</b>	<b>Not Important</b>
<ul style="list-style-type: none"> <li>Checking grammar/punctuation</li> <li>Filing</li> <li>Perceiving detail in checking information/forms</li> <li>Reading comprehension (high school level)</li> <li>Operating word processing software</li> <li>Operating a computer terminal for data entry</li> <li>Operating automated spreadsheet software</li> <li>Scheduling appointments and/or travel</li> <li>Taking and distributing messages</li> <li>Taking dictation and meeting minutes</li> <li>General mathematical - adding, subtracting, multiplying, etc.</li> </ul>		

<b>Professional and Technical Skills</b>	<b>Important</b>	<b>Not Important</b>
<ul style="list-style-type: none"> <li>Accounting/finance</li> <li>Advanced math - algebra, statistics, geometry</li> <li>Architecture</li> <li>Bookkeeping</li> <li>Computer operations</li> <li>Computer programming</li> <li>Contract interpretation</li> <li>Craft skills (electrical, etc.)</li> <li>Drawing-figures/drafting</li> <li>Engineering</li> <li>Graphic arts</li> <li>Landscaping</li> <li>Good Judgment</li> <li>Work standards</li> </ul>		

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• Integrity		
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### Skill Identification (cont.)

Communication Skills	Important	Not Important
<ul style="list-style-type: none"> <li>• Oral communication--exchanging or expressing ideas by means of the spoken word</li> <li>• Presentations--transmitting information in a formal setting</li> <li>• Foreign communication--using a language other than English to communicate in writing or orally</li> <li>• Written communication--preparation of manuscripts, speeches, detailed plans, letters, policies, etc.</li> <li>• Editing written documents for content</li> <li>• Reading comprehension - understanding technical or scientific blueprints and charts</li> <li>• Public speaking</li> </ul>		

Physical Demands	Important	Not Important
<ul style="list-style-type: none"> <li>• Balancing - maintaining body equilibrium to prevent falling when walking, standing, or crouching</li> <li>• Carrying - transporting an object, usually holding it in the hands or arms or on the shoulder</li> <li>• Climbing - ascending or descending ladders, stairs, scaffolding, ramps, poles, ropes, and the like, using the feet and legs and/or hands and arms</li> <li>• Color - Match or discriminate colors</li> <li>• Fingering - picking, pinching, or other-wise working with the fingers primarily (rather than with the whole hand or arm as in handling)</li> <li>• Feeling - perceiving such attributes of objects and materials as size, shape, temperature, or texture, by means of receptors in the skin, particularly those of fingertips</li> <li>• Handling - seizing, holding, grasping, turning, or otherwise working with the hand or hands (fingering not involved)</li> <li>• Hearing - perceiving the nature of sounds by the ear or receiving detailed information through oral communication, or making fine distinctions in sound</li> <li>• Lifting - raising or lowering an object from one level to another (includes upward pulling)</li> <li>• Pulling - exerting force upon an object so that the object moves toward the force (includes jerking)</li> <li>• Pushing - exerting force upon an object so that the object moves from the force (including slapping, striking, kicking, and treadle actions)</li> <li>• Reaching - extending the hands and arms in any direction</li> <li>• Seeing - obtaining impressions through the eyes of shape, size, distance, motion, color, or other characteristics of objects or people</li> <li>• Sitting – placing your body in a chair, bending at the waist, with your knees bent and back straight</li> </ul>		