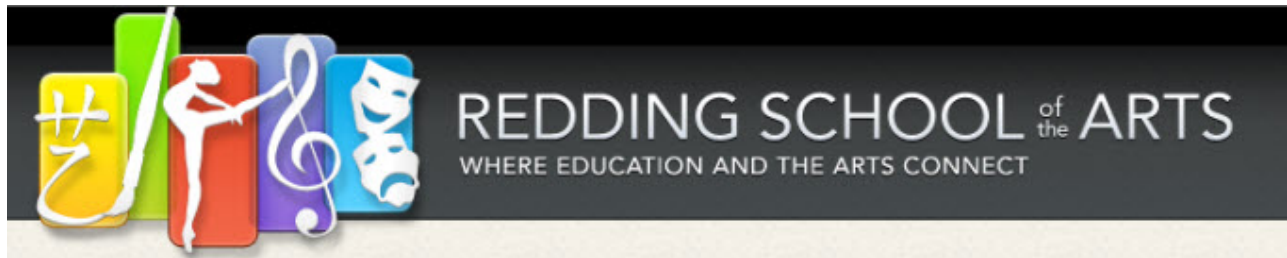


Although there are school closures across the country due to COVID-19 virus, we will continue to work and provide email support for all systems.



## 2020/21 Custodian/Maintenance 1 at Redding School of the Arts



### Job Information

**Date Posted:** 3/12/2021

**Application Deadline:** **Until Filled**

**Employment Type:** Full Time

**Length of Work Year:** 229 Facilities/IT Calendar

**Salary:** \$15.54 - \$18.67 DOE

**Number Openings: (At time of posting)** 1

**Contact:** Blake Schack

**Email:** bschack@rsarts.org

**Phone:**

### Requirements / Qualifications

Online EdJoin Classified Application

Cover Letter

Resume

(2) Letters of Reference

Valid CA Driver License

\*PLEASE SEE JOB DESCRIPTION for ADDITIONAL EMPLOYMENT REQUIREMENTS

### Comments and Other Information

Redding School of the Arts is an equal opportunity employer and is committed to providing a work environment free of harassment, discrimination, retaliation and disrespectful, bullying, or other unprofessional conduct based on sex (including pregnancy, childbirth, breastfeeding or related medical conditions), race, religion (including religious dress and grooming practices), color, gender (including gender identity and gender expression), national origin (including language use restrictions and possession of a driver's license issued under Vehicle Code section 12801.9), ancestry, physical or mental disability, medical condition, genetic information, marital status, registered domestic partner status, age, sexual orientation, military and veteran status or any other basis protected by federal, state or local law or ordinance or regulation.

It also prohibits discrimination, harassment, disrespectful, bullying or unprofessional conduct based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

In addition, the school prohibits retaliation against individuals who raise complaints of discrimination or harassment or who participate in workplace investigations.

# **Job Responsibilities**

## **CUSTODIAL/ MAINTENANCE 1**

### **DEFINITION OF POSITION**

Under the immediate supervision of the Facilities Supervisor or designee, performs a variety of semi-skilled maintenance, repair and construction tasks, general grounds maintenance and gardening work; and other related tasks as required. As an employee of Redding School of the Arts (RSA), this employee will follow the responsibilities and procedures as outlined in the RSA Personnel Handbook.

### **ESSENTIAL FUNCTIONS**

- Performs grounds keeping duties which may include gardening, maintaining flat work around the building, use of pressure washer, etc.
- Responds to emergency calls.
- Performs custodial duties as directed.
- Maintains safety, cleanliness and working order of designated facilities components, grounds, and amenities to ensure the building is presentable to the public at all times.
- Maintains accurate work records.
- Performs routine service of custodial equipment.
- Performs routine maintenance duties including painting, and furniture/equipment repair.
- Communicate effectively in both verbal and written format.
- Basic computer skills such as email, word, or other formats as needed.
- Assists skilled maintenance personnel in the construction, installation, and maintenance of furniture, fences, playground equipment, cabinets, shelving, and bulletin boards.
- Sweeps and picks up paper and other debris from walks and driveways.
- May assist in the moving and arranging of risers, furniture, and a variety of other equipment for special events.
- May assist in the maintenance and repair of heating, ventilating, and cooling systems.
- Performs other related duties as assigned.

### **QUALIFICATIONS**

#### Knowledge of:

- Basic methods, materials, tools, and terminology used in grounds maintenance and gardening work.
- Common tools, materials, equipment and terminology used in the general maintenance trades;
- Rules, regulations and policies pertaining to the maintenance of school facilities;
- Safe working methods and procedures;
- Use and maintenance of hand and skill tools; material tools and procedures used in rough and finish carpentry; tools and materials used in plumbing; tools and materials used in electrical repair; (helpful but not required).

Ability to:

- Acquire skill quickly in jobs requiring mechanical ability;
- Erect and work from ladders, riggings and scaffolding;
- Operate necessary grounds keeping equipment as required;
- Maintain work records in an accurate manner;
- Appropriately use tools and equipment common to the maintenance trade;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships with a variety of personalities;
- Effectively use hand and power tools common to grounds maintenance work;
- Performs heavy manual functions and activities;
- Operate light grounds maintenance equipment.

**PHYSICAL DEMANDS**

The physical requirements indicated below are examples of the physical aspects that this position classification must perform and/or endure in carrying out essential job functions:

- Person performing service in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull or otherwise move objects and occasionally will lift up to 90lbs.
- Ascend and descend ladders, stairs, scaffolding, and ramps, and walk or stand for extended periods.
- Possess the manual dexterity to operate equipment and use hand tools; and handle and work with various materials and objects.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate equipment and use hand tools, and handle and work with various materials and objects are important aspects of this job.
- Work outdoors while exposed to hot, cold, wet, humid, or windy weather conditions.
- Climb, stoop, crawl and maneuver in limited attic spaces around equipment and other obstructions.
- Work at heights up to (25') twenty-five feet above ground level, on rooftops, man-lifts, scaffolding, and ladders; using hand and power tools, cleaning equipment

**LICENSE REQUIREMENT**

- Possession of a valid California Motor Vehicle Operator's License.

Adopted: 5-16-13

Amended: 11-17-2016