

# **BURBANK UNIFIED SCHOOL DISTRICT**

**CLASS TITLE: SCHOOL SAFETY/UTILITY CUSTODIAN**

## **BASIC FUNCTION:**

Under the direction of an assigned supervisor, patrol and protect District buildings, grounds and facilities during an assigned shift; observe and report activities and incidents involving violations of local, state and federal codes, laws and regulations; prepare and maintain reports and logs related to security activities; maintain an assigned area in a clean and orderly manner.

## **REPRESENTATIVE DUTIES:**

Perform custodial duties as needed or as assigned to maintain school buildings and grounds in a clean and orderly condition.

Clean classrooms, restrooms and other school buildings. Water shrubs, sweep, wax floors and vacuum and shampoo rugs, dust/polish furniture, empty and clean the waste receptacles, maintain classroom and restroom supplies.

Assure the safety and security of District personnel, buildings, grounds and facilities as assigned; patrol on foot or in a motor vehicle, individually or with another School Safety/Utility Custodian.

Patrol District schools as assigned to detect unlocked doors, gates and windows and lights left on; close and lock buildings and facilities properly.

Report emergencies and unusual situations to local law enforcement agencies and public safety authorities.

Inspect buildings, grounds and facilities to protect against fire, theft and vandalism; report violations of local, state and federal codes, laws and regulations occurring on District property as assigned.

Check unauthorized persons in buildings, classrooms and outside areas; notify appropriate authorities in accordance with established guidelines.

Perform minor, non-technical repairs and minor preventative maintenance necessary to keep equipment, buildings and fixtures within an assigned area operative, safe and clean as time allows; report other repair and maintenance needs.

Maintain various classroom and restroom supplies, including paper towels, soap and related items.

Prepare hourly logs and incident reports detailing unusual situations, violations, injuries and other security activities as assigned.

Communicate and coordinate security efforts with custodians and other District personnel as assigned.

Operate a motor vehicle, flashlight, two-way and car radios, and other security-related equipment as assigned.

Perform related duties as assigned.

#### KNOWLEDGE AND ABILITIES:

Knowledge of:

Modern cleaning methods, cleaning materials, disinfectants and equipment used in custodial work.

Modern security procedures and techniques.

District offices, buildings, grounds and facilities.

Operation of equipment and materials utilized in security activities.

District policies and guidelines concerning security incidents.

Applicable state, federal and local codes, laws and regulations.

Record-keeping techniques.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to:

Learn schedules, procedures and use of custodial tools and supplies.

Use common cleaning equipment and materials in a safe and efficient manner.

Perform minor, non-technical, unskilled preventative maintenance on equipment, buildings, and fixtures as assigned.

Learn, follow, apply and explain local, federal and state laws governing the security of school district property.

Inspect and assure the security of District buildings, grounds and facilities.

Determine and implement appropriate responses to security incidents.

Protect District property from fire, theft and vandalism.

Understand and follow oral and written directions.

Communicate effectively both orally and in writing.

Lift objects weighing up to 80 pounds using safe and proper methods and/or equipment.

Move objects weighing over 80 pounds using safe and proper methods and/or equipment.

Work cooperatively and effectively with others.

Prepare incident reports and logs related to security activities.

Work effectively, communicate clearly and maintain composure in emergency situations.

Work independently on an assigned shift.

Work confidentially with discretion.

Understand and work within scope of authority.

Analyze situations accurately and adopt an effective course of action.

Operate a motor vehicle and security-related equipment and materials.

#### EDUCATION AND EXPERIENCE:

Any combination equivalent to: sufficient training and experience to demonstrate the knowledge and abilities listed above.

## LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license; and First Aid Certificate within the first six months of employment.

## WORKING CONDITIONS:

Work includes indoor and outdoor environment; subject to working graveyard or other assigned shift, adverse weather conditions, lifting, climbing, pushing and pulling, fumes from chemicals, and potentially dangerous situations typically encountered in security work.

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