CLASS TITLE: LEAD CUSTODIAN

BASIC FUNCTION:

Under the direction of the Custodial Supervisor, maintain campus classrooms, offices and rest rooms in a clean and sanitary manner; and train and provide work direction to assigned custodial staff.

REPRESENTATIVE DUTIES:

Coordinate and participate, as a crew leader, in the performance of custodial work such as cleaning, dusting, polishing, waxing, setting up furniture and equipment, and performing major cleaning and special assignments. E

Oversee, coordinate, and participate in thorough cleaning and restoration of campus facilities, during in session and vacation periods, including major cleaning assignments such as stripping, waxing, and polishing of floors. E

Train, assign, and direct the work of custodial personnel. E

Inspect work in progress and ensure that work is performed in compliance with instructions and meets quality standards. E

Ensure proper care and use of equipment and materials; issue supplies, and ensure that supplies are stored according to established procedures; requisition supplies and parts as necessary. E

Identify and report building maintenance problems; ensure that work orders are prepared and completed; coordinate custodial activities with other maintenance and operations functions; report unusual problems or difficulties to superiors. E

Make deliveries of equipment and supplies as required; operate District vehicles as required. E

Open and close classrooms as directed for an assigned shift. E

Maintain simple records and prepare reports as needed. E

Set up for special community and campus events as directed; maintain schedules of campus facilities use. E

Maintain tools and equipment in clean working order and perform minor, non technical repairs. E

Perform related duties as assigned.
LEAD CUSTODIAN (continued)

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, materials, tools, and equipment used in custodial and general building maintenance work
- Methods and techniques of cleaning and preserving floors, furniture, walls, and fixtures
- Use and minor maintenance of hand and power tools and equipment used in janitorial work
- Operational characteristics of cleaning equipment and materials
- Safe use of cleaning chemicals
- Proper methods of storing equipment, materials, and supplies
- Proper lifting techniques
- Occupational hazards and standard safety practices
- Simple record-keeping techniques

ABILITY TO:

- Perform the full range of custodial tasks
- Plan, estimate, coordinate, and schedule the work of a custodial staff
- Train and direct personnel
- Use cleaning materials, equipment, and methods according to pre-determined standards
- Learn and apply knowledge of schedules, procedures, and use of equipment and supplies used in custodial work
- Understand and follow oral and written directions
- Establish and maintain effective working relationships with others
- Meet schedules and time lines
- Communicate effectively with others
- Operate a vehicle observing legal and defensive driving practices

EDUCATION AND EXPERIENCE:

Any combination equivalent to three years of custodial experience

LICENSES AND OTHER REQUIREMENTS:

Valid California driver license

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment

PHYSICAL ABILITIES:

Sufficient physical ability to perform the full range of custodial duties; sit, stand, walk on level and slippery surfaces, reach, twist, turn, kneel, bend, stoop, squat, crouch, grasp, and make repetitive hand movement; lift, carry and push tools, equipment, and supplies; climb ladders; use power and noise-producing tools and equipment

Seeing to assure proper and complete cleaning

Hearing and speaking to exchange information
LEAD CUSTODIAN (continued)

HAZARDS:

Cleaning chemicals and related fumes
Regular exposure to fumes, dust and odors