

TRACY UNIFIED SCHOOL DISTRICT JOB DESCRIPTION

POSITION TITLE: Custodial Leadman/Supervisor

DEPARTMENT/DIVISION: Maintenance and Operations

POSITION SUMMARY:

Under general supervision of the High School Principal to coordinate and supervise activities of the High School custodial staff; perform routing maintenance and custodial work at a high school or similar school installation.

ESSENTIAL FUNCTIONS:

1. Works closely with the site principal or designee to make custodial work assignments including cleaning areas, room and facility-use set-ups, rain gutter cleaning, and grounds responsibilities.
2. Works closely with the site principal or designee to develop daily priorities of the custodial staff.
3. Provides custodial staff evaluation input to the site principal or designee.
4. Replaces ballasts, trouble shoots and repairs electrical problems with appliances, outlets, lube air handling motors.
5. Resets time clocks.
6. Lights pilot lights on hot water heaters, stoves, and heaters.
7. Performs routine plumbing maintenance and repair, including: unplug and repair toilets and main lines, repairs sinks, installs and replaces P traps, faucets, closures, panic bars, pencil sharpeners.
8. Performs other types of routine maintenance work as required, including varnishing, painting, plaster patching, welding and replacing tile.
9. Perform swimming pool maintenance.
10. Inspects ventilating systems to insure proper heat and air flow and checks room temperatures, inspects and replaced filters.
11. Maintains sprinklers, plants, flowers, shrubs. Prune trees and perform weed abatement.
12. Performs cleaning tasks in restrooms, classrooms, offices and outside areas, such as sweeping, scrubbing, waxing, dusting, disinfecting, vacuuming, and shampooing; empties waste containers, moves and rearranges furniture.
13. Performs other related duties as required.

EDUCATION AND EXPERIENCE:

The ability to carry out oral and written directions, read write at a level sufficient to fulfill the duties to be performed for the position described; and have two years experience in the custodial field, preferably in a school; possess a valid California drivers license and be insurable. Must have a High School Diploma or equivalent.

SKILLS AND QUALIFICATIONS:

1. Knowledge of the various types of boilers, heating, ventilating equipment and hardware found in large school installations.
2. Knowledge of operation, methods and practices followed in the use, maintenance and repair of tools, machinery and equipment.
3. Knowledge of plumbing and hardware techniques.

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SKILLS AND QUALIFICATIONS: Continued

4. Knowledge of modern cleaning methods and the use and care of cleaning materials, equipment, tools and basic practices of building maintenance work.
5. Ability to diagnose equipment-operating problems and execute required repairs.
6. Ability to develop, understand, assign and follow a work schedule.
7. Knowledge of general principles of employee training and supervision.
8. Ability to supervise other custodians.
9. Knowledge of safe work practices.
10. Ability to maintain cooperative working relationships with those contacted in the course of work.
11. Must pass required physical examination.

PHYSICAL REQUIREMENTS:

Employees in this position must have the ability to:

1. Stand and/or walk on hard and/or uneven surfaces for extended periods of time.
2. Bend, squat, stoop and/or climb for extended periods of time.
3. Reach above shoulder level for extended periods of time.
4. Push/pull up to 100 lbs. for brief periods of time.
5. Lift and carry up to 100 lbs. at shoulder height for short distances.
6. Repetitive hand/arm movements (grasp/pinch, etc.) for extended periods of time.

WORK ENVIRONMENT:

Employees in this position will be required to work indoors and outdoors in various during the course of the required schedule. Exposure to noise, dust, and fume levels will vary according to equipment and projects. Must wear closed toe shoes and meet uniform requirements. As required, must wear protective devices such as earplugs, dust mask, coveralls, gloves, safety boots and safety glasses.

SALARY: Classified Range 42

Board Approved: TUSD 10/13/98

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