

## Western Placer Unified School District

### POSITION DESCRIPTION

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Position Title:       **LEAD CUSTODIAN**  
Department:         Maintenance  
Reports To:         Site Principal and Director of Maintenance

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#### **SUMMARY:**

Oversees, coordinates, directs and performs a variety of responsible cleaning and custodial work at an assigned District site. Assign, schedule, and review work of other custodial staff. Keep assigned areas in a clean and orderly condition. Work with staff and students in resolving maintenance needs. Responsible for basic site safety and security during an assigned shift and to do related work as required.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- \* Provides lead direction for a custodial crew, assisting with the planning and assigning of work schedules at an assigned District site.
- \* Adjusts work schedules to fit needs of Principal and school.
- \* Responds to cleaning and maintenance requests from staff and students.
- \* Inspects completed work for compliance with instructions and established standards.
- \* Cleans classrooms, restrooms, gymnasiums, cafeterias, multi-purpose rooms, libraries, offices, and related facilities.
- \* Maintains facility security during work shift.
- \* May move and arrange furniture and equipment.
- \* Operates scrubbers, buffers, waxers, vacuums, and other equipment and machinery.
- \* Participates in the selection of methods, materials, and procedures to be used in general custodial maintenance projects.
- \* Orders custodial supplies and maintains sufficient inventory as needed.
- \* Inspects assigned facility and grounds for vandalism, damages, and sanitary and safety hazards, and reporting hazards to the appropriate administration and preparing work orders for major repairs as needed.
- \* May assist with and perform minor building maintenance work.
- \* Directs and assists in the set-up and arrangement and/or take down of furniture and facilities for meetings, lunch, athletic contests, and special events.
- \* Waters grounds as required.
- \* Loads, unloads, and picks-up supplies as assigned.
- \* Assists with performing a variety of general maintenance task during summer months under the direction of the Director of Maintenance, including painting, light electrical work, carpentry, and plumbing.

#### **SUPERVISORY RESPONSIBILITIES:**

Student Helpers, Golden Sierra Training students and others as assigned by the principal.

#### **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **EDUCATION and/or EXPERIENCE:**

High school diploma or general education degree (GED).

**LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS:**

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume and distance.

**REASONING ABILITY:**

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**OTHER SKILLS and ABILITIES:**

Knowledge of carpentry, electricity, painting, mechanical, plumbing, general maintenance problems common to schools. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Trustee policies.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; walk; use hands and fingers to handle, or feel objects, tool, or controls; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to sit. The employee frequently must squat, stoop or kneel, reach above the head and reach forward. The employee will frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must frequently lift and/or move up to 50 pounds such as cleaning supplies, pails, and unloading trucks. Occasionally the employee will lift and/or move up to 90 pounds such as bulk furniture. The employee will sometimes push/pull items such as tables, bleachers, scrubbing machines. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works indoors and will occasionally work outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals such as petroleum products, degreaser, and sprays. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

***The information contained in this job description is form compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.***