

Custodial Operations - Lead

Purpose Statement

The job of Custodial Operations - Lead is done for the purpose/s of overseeing the preparation of facilities for classroom activities and campus events; ensuring a clean, sanitary and safe environment for students, staff and visitors; overseeing and supporting assigned custodians in the performance of their assignments; and ensuring that assignments are completed in a safe, proper and timely manner.

This job reports to Director of Maintenance, Operations & Facilities or Designee

Essential Functions

- Conducts a variety of training with staff (e.g. eWaste, health and safety, etc.) for the purpose of ensuring that staff is effective in performing their duties.
- Consults with administrative personnel (e.g. sign off on permits for special use, approving vacations and scheduled backfills, etc.) for the purpose of planning, prioritizing and scheduling custodial activities and achieving site maintenance objectives.
- Inspects facilities (e.g. before/after special events, etc.) for the purpose of ensuring that the site is suitable for safe operations, maintained in a clean and clean condition, identifying necessary repairs to facilities and/or equipment, etc.
- Orders supplies and equipment (e.g. cleaning solutions, paper products, vacuums, mops, etc.) for the purpose of ensuring the availability of custodial items required to properly maintain facilities.
- Oversees on call maintenance program (e.g. schedules program staff/personnel, etc.) for the purpose of ensuring after hours emergency coverage.
- Oversees eWaste Program and vendors (e.g. training personnel, placing recycling, biohazard bins, etc.) for the purpose of ensuring efficient and effective operation of the program.
- Oversees assigned custodial personnel (e.g. scheduling, providing substitutes for moving/pick-ups, etc.) for the purpose of ensuring functions are performed efficiently in compliance with site requirements and established standards.
- Participates in staff meetings, workshops, training, and seminars for the purpose of conveying and/or gathering information required to perform job functions.
- Prepares written materials (e.g. custodial work status, training status reports, seasonal scheduling requirements, absence certificates, sign-in sheets, on call list, supply requisitions, safety inspections, work orders, inventory records, time sheets, etc.) for the purpose of documenting activities and/or relating activities to administration for action.
- Schedules custodial staff and substitutes (e.g. head custodian assignment for special events, prioritizing work orders, etc.) for the purpose of ensuring proper coverage of all sites, events, and shifts.
- Trains substitute custodial staff (e.g. written, verbal, physical testing, etc.) for the purpose of developing professional trade and safety awareness skills.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work department.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating equipment and materials used in industrial maintenance; adhering to safety practices; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: methods of industrial cleaning including floor and carpet; basic tools for minor repairs; safety practices and procedures.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of types of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate to significant. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; and meeting deadlines and schedules.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; tracking budget expenditures. Utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some climbing and balancing, some stooping, kneeling, crouching, and/or crawling and some fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under minimal temperature variations and in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High school diploma or equivalent.

Equivalency: Minimum of five (5) years of custodial work experience with additional work experience in increasingly responsible roles such as a lead role, head custodian or equivalent position. Some experience with maintenance projects and maintenance trade related work crews in order to exhibit basic maintenance skills. Some work experience with scheduling, facilities and handling community use permits.

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Driver's License & Evidence of Insurability

Continuing Educ. / Training

Clearances

DOJ/FBI Fingerprint/Background Clearance

Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

12/13/2016

Salary Grade

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