



# LOMPEC UNIFIED SCHOOL DISTRICT

## LEAD CUSTODIAN III

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### **JOB SUMMARY:**

Under the direction of the site principal or an assigned supervisor, assure an attractive, sanitary and safe environment for students, staff and visitors at a high school; Provide work direction to assigned custodial staff in the preparation of facilities for classroom activities and campus events; lead and support assigned Custodians in the performance of their assignments; assure assignments are completed in a safe, proper and timely manner.

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

- Assemble furniture and equipment assuring items are in proper working condition.
- Conduct a variety of training activities and drills with students and staff in areas related to fire, intruder, earthquake, health and safety, and other areas and assure emergency procedures are in order, alarm systems are operational and/or established procedures are effective.
- Consult with administrative personnel in the planning, prioritizing and scheduling of custodial activities and achieving site maintenance objectives.
- Deliver a variety of items such as supplies, packages, furniture, and materials to distribute materials to the appropriate parties within site.
- Inspect facilities to assure the site is suitable for safe operations, maintained in an attractive and clean condition, and to identify necessary repairs to facilities and/or equipment.
- Maintain supplies and equipment including cleaning solutions, paper products, vacuums, mops, and other supplies to assure the availability of custodial items required to properly maintain facilities.
- Oversee facility maintenance activities and assigned custodial personnel to assure functions are performed efficiently in compliance with site requirements and established standards.
- Participate in meetings, workshops, trainings, and seminars; convey and/or gather information required to perform job functions.
- Perform the functions of assigned Custodial staff as need to assure adequate coverage and to meet site maintenance and security requirements.
- Prepare written materials including supply requisitions, safety inspections, work orders, inventory records, time sheets, and other records to document activities and/or relate activities to administration for action.
- Request equipment, supplies, and materials to maintain availability of required items and complete jobs efficiently.
- Respond to immediate safety and/or operational concerns such as facility damage, vandalism, alarms, and other concerns, and take appropriate action or notify appropriate personnel for resolution.
- Respond to inquiries from staff, students, parents, and/or visitors to provide information, take appropriate action and/or direct to appropriate personnel for resolution.
- Train assigned personnel to develop professional trade and safety awareness skills.

### **OTHER DUTIES:**

- Perform related duties as assigned.

## **REQUIRED QUALIFICATIONS:**

### Education and Experience:

Any combination equivalent to: graduation from high school and four years increasingly responsible custodial experience.

### Knowledge of:

- Principles and practices of training and providing work direction to others. Inventory methods and control.
- Proper methods, techniques, materials, tools and equipment used in modern custodial work.
- Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.
- Proper methods of storing equipment, materials and supplies.
- Requirements of maintaining buildings in a safe, clean and orderly condition.
- Appropriate safety precautions and procedures.
- Proper lifting techniques.
- Communicate effectively both orally and in writing.

### Ability to:

- Oversee and schedule custodial services at the high school site.
- Perform or lead the work of others in performing a variety of custodial tasks.
- Communicate with administrative personnel to plan, prioritize and schedule custodial activities.
- Conduct training drill activities.
- Assist with general grounds or maintenance activities as required by the position.
- Use cleaning materials and equipment in a safe and efficient manner.
- Estimate quantity and types of supplies needed.
- Operate a variety of custodial equipment.
- Maintain tools and equipment in clean working order.
- Move and arrange furniture and equipment.
- Observe and report safety hazards and need for maintenance and repair.
- Understand and follow oral and written directions.
- Observe health and safety regulations.
- Meet schedules and timelines.

## **WORKING CONDITIONS:**

### Work Environment:

- Indoor and outdoor work environment.
- Subject to fumes, dust and odors.

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.

- Hearing and speaking to exchange information.
- Dexterity of hands and fingers to operate a variety of custodial equipment.
- Walking or standing for extended periods of time.
- Seeing to perform custodial duties.
- Lifting, carrying, pushing or pulling moderately heavy objects.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.

Lead Custodian III

- Climbing ladders and working from heights to replace light bulbs.

Hazards:

- Exposure to cleaning agents and chemicals.
- Working on ladders.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

**FLSA Status:** Non-Exempt

**Board Approval Date:** February 14, 2023

**Personnel Commission First Reading:** November 17, 2022

**Personnel Commission Approval:** November 17, 2022

**Salary Range:** 36