

## LEAD CUSTODIAN/ MAINTENANCE WORKER

**Reports to:** Varies by assignment  
**Division:** Administrative Services

### Our ideal candidate

You have a “can-do” attitude and a flexible approach to carrying out job responsibilities. You are a good problem-solver and enjoy providing great service. You care about the people you work with and the individuals receiving your services. You are a team player and strive to do a good job.

### General description

Under the direction of the assigned supervisor(s), perform a variety of custodial and maintenance duties required to maintain buildings in a clean, secure and operable condition. Provide direction and supervision to custodial and maintenance staff.

### Specific duties and responsibilities

- Schedule, train and provide work direction to assigned custodial and maintenance staff; prepare cleaning and maintenance schedules; work with supervisor regarding work performance of staff and building needs; responsible for custodial and other related supply inventories.
- Perform and assign semi-skilled duties including plumbing, electrical, painting, and carpentry as it relates to the repair, alteration, construction and maintenance of buildings and equipment.
- Perform and assign building maintenance duties such as replacing bulbs, tubes and ballasts; repair furniture, fans, electrical heaters and motors; install and replace electrical outlets; repair and replace toilets, sinks, fixtures and drains; responsible for the maintenance of heating systems.
- Maintain security by checking doors, windows and lights; responsible for setting alarms and responding to alarm service requests during nights and weekends after work hours.
- Sweep, mop, strip, wax and buff floors; vacuum, spot clean and shampoo carpets.
- Wash and dust, screens, doors, desks, counters, table tops, walls, and telephone handsets.
- Clean sinks, urinals, toilets, mirrors, drinking fountains and woodwork; apply disinfectant to urinals and toilet bowls; restock towel, tissue and soap dispensers.
- Wash exterior and interior windows, sweep sills; empty trash, pencil sharpeners and paper shredder containers; pick up trash as needed
- Responsible for and assign the preventive maintenance and minor repairs of county vehicles.
- Perform and direct the set up of rooms for meetings and special events.



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- Move materials, equipment and furniture between various rooms and buildings; deliver mail and other documents as needed.
- Perform other job-related duties as assigned.

**Requirements**

Education: High school diploma or equivalent

Experience: Three years of experience in custodial and maintenance duties, preferably working in a school setting. One year of supervisory or lead experience preferred.

**Knowledge of:**

- Planning, organization and work scheduling procedures and techniques.
- Methods, materials and equipment used in cleaning and maintaining buildings and a variety of surfaces, equipment and furniture.
- Health and safety regulations.
- Lead and training principles.
- Oral and written communication skills.

**Ability to:**

- Provide work direction and training to custodial and maintenance personnel.
- Clean buildings and related fixtures and equipment.
- Perform maintenance and repairs to assigned buildings.
- Understand and follow oral and written directions.
- Lift, carry, push and/or pull materials and equipment weighing up to 100 pounds.
- Work independently with little direction.
- Establish and maintain effective working relationships with others.

**Licenses and certificates**

- Requires a valid California Class C Driver's License and insurance coverage as required by law.
- Enrollment in the California Department of Motor Vehicles Government Employer Pull Notice Program is required as a condition of employment in this classification.

**Working conditions**

Work includes indoor and outdoor environment; subject to travel between sites; lifting, noise, dust, fumes and toxic chemicals; on call for building security as needed.

**Series**

Maintenance/Operations/Transportation Series



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**Salary range 64**

<i>Approved by the Personnel Commission:</i>	February 23, 1995
<i>Revised:</i>	June 30, 2022