

WESTMINSTER SCHOOL DISTRICT CLASSIFICATION STATEMENT

TITLE: NIGHT LEAD CUSTODIAN

BASIC FUNCTION:

Under the direction of the Executive Director, Facilities Planning, Maintenance, Operations & Transportation (FMOT) or designee, assists in the planning, coordination and direction of District-wide custodial support activities and ensures the security of district property.

ESSENTIAL DUTIES:

Confers with principals, administrators and program managers regarding custodial matters including staffing, scheduling, methods, materials and equipment related to custodial maintenance.

Assists in planning, scheduling and coordination of assigned annual cleaning program during school breaks.

Assists in administering in-service and other custodial training programs as required to ensure safe and efficient conduct of custodial operations.

Performs periodic checks of weekend and evening events at district facilities under the facility use Civic Center permits to ensure facility safety per established procedures.

Serves as an on-call emergency responder for site facility emergencies during off-hours. Responds to alarm notifications from security/alarm firms.

Implements and refines procedures, protocols, schedules, and staffing to meet District specified cleaning standards and security requirements.

Oversees custodial substitute programs as assigned; ensures proper coverage and support to sites when short-handed due to absent staff.

Ensures standards of health, safety, good housekeeping, and cleaning schedules are maintained and report/resolves any discrepancies.

Assists in the evaluation of new products, equipment and work methods related to assigned activities.

Identifies night lighting issues on campus and works with the Executive Director FMOT to resolve to ensure campus safety.

Plans, lays out and organizes assigned tasks; maintains routine records; orders, obtains, stores, and inventories needed parts and supplies.

OTHER REPRESENTATIVE DUTIES:

May be assigned to perform minor or semi-skilled duties in the maintenance and repair of site equipment and fixtures.

May be assigned to assist in the performance of other maintenance duties.

Performs other related duties as assigned.

ORGANIZATIONAL RELATIONSHIPS:

Supervision:	Reports to and receives direction from the Executive Director FMOT, or designee. Ensures the work of other personnel assigned to assist in the upkeep of school and district facilities.
Internal Contacts:	Continuing contact with the Executive Director FMOT, school principals and other administrative personnel, grounds, custodial, and maintenance personnel, as well as some contact with warehouse, and some clerical personnel.
External Contacts:	Continuing contact with material supply sources and sales people, Orange County Health Department, as well as repair personnel for other school districts and outside agencies.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Cleaning materials, disinfectants, tools and equipment used in custodial work.

Health and safety regulations, and appropriate safety precautions and procedures including modern cleaning methods and the preferred methods of cleaning and preserving floors, walls, and fixtures.

Requirement of maintaining buildings in a safe, clean and orderly condition.

Safety practices and sanitary regulations applicable to school buildings.

Operate a computer work station.

Security procedures of buildings.

Basic record-keeping techniques.

Proper methods of storing equipment, materials and supplies.

Interpersonal skills, using tact, patience, and courtesy.

ABILITY TO:

Work without supervision, maintain schedules, coordinate and support the work of others towards district standards and protocols.

Develop District-wide custodial work schedules and ensure that these schedules are followed.

Maintain tools and equipment in a clean and proper working condition.

Perform heavy physical labor to include lifting, pulling, and pushing.

Work from blueprints, shop drawings, and sketches.

Carry out and understand written and oral instructions in English and prepare and maintain accurate reports, files and records.

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Prioritize and schedule work of others and self.

Perform minor or semi-skilled duties in the maintenance of equipment and fixtures.

Operate a truck, observing legal, safe and defensive driving practices.

Establish and maintain cooperative working relationships through the use of tact, judgment and courtesy.

Adhere to all applicable attendance rules and regulations and ensure the same of custodial personnel, and to perform the essential functions of the job with or without reasonable accommodation.

Work courteously and tactfully with co-workers and public.

Prioritize and identify needs and solve problems independently as appropriate.

Read, interpret and follow rules, regulations, policies and procedures.

Adapt easily to work assignments, additional priorities and new procedures.

Receive constructive criticism and modify work appropriately.

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.

The employee is regularly required to stand, walk, stoop, kneel, crouch, climb or balance. The employee is regularly required to repetitively use fingers on both hands simultaneously, reach with hands and arms; talk and communicate clearly. The employee must frequently lift and/or move objects or materials weighing up to 50 pounds; occasionally move and/or lift 100 pounds with assistance. The employee may be required to climb on ladders and work from heights.

WORK ENVIRONMENT:

While performing the duties of this job, the employee is exposed to an indoor and outdoor work environment. In the work environment the employee may be exposed to caustic cleaning agents and toxic chemicals, working around machinery with moving mechanical parts, fumes or airborne particles, and risk of electrical shock and outside weather conditions. The employee may also be exposed to wet and/or humid conditions, working on ladders, extreme heat, working in small spaces and vibrations. The noise level in the work environment is usually moderate. The employee is required to drive a district vehicle from site to site as part of daily employment. This position is a night custodial lead with usual shifts that commence at approximately 2:00 P.M. and complete the work day at 10:30 P.M., however, shifts may vary per the operational needs of the district.

EDUCATION AND EXPERIENCE:

Any combination equivalent to:

Graduation from high school; and

Five (5) years of increasing responsible custodial experience within a school district or large multi-building operation, with a minimum of two years in a senior or head custodial capacity.

LICENSES AND OTHER REQUIREMENTS:

Possession and maintenance of a valid California driver's license.

Insurability by the District's insurance carrier.

PREPARED BY: Classified Personnel Department

DATE: 11/18

APPROVED BY: Board of Trustees

DATE:

APPROVED BY: Personnel Commission

DATE: 11/27/2018