OROVILLE UNION HIGH SCHOOL DISTRICT
JOB DESCRIPTION

JOB TITLE: DISTRICT LEAD CUSTODIAN

SALARY LEVEL: 22 DIVISION: Classified

DEPARTMENT: Operations LOCATION: District

REPORTS TO: Maintenance Supervisor

APPROVED BY: Board of Trustees DATE: June 19, 2019

SUMMARY: To lead and participate in the performance of unskilled or skilled tasks in the maintenance of public buildings, grounds, and related facilities under general direction. To plan schedules and supervise workers engaged in such activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other related duties may be assigned.*

- Assigns, leads and directly participates in the maintenance of public buildings, grounds and facilities. Assists the Maintenance Supervisor with ongoing input related to custodial evaluations.
- Performs all general custodial duties, interior and exterior.
- Works in conjunction with the Maintenance Supervisor or Maintenance and Operations Lead to assign custodial schedules and duties.
- Responsible for coordination of setups for night meetings, school events or other functions.
- Assigns staff as needed.
- Available for District emergencies.
- Dispose of trash daily; Keeps grounds clean at all times; Empties trash cans in designated areas.
- Assists Maintenance Supervisor or Maintenance and Operations Lead with inventory management and ordering of supplies. Maintains adequate stock of supplies.
- Delivers supplies to site locations as needed from a central warehouse.
- Knowledge of handling and disposal of hazardous materials.
- Performs minor maintenance tasks; Installs dispensers.
- May use a power lift for high detailed cleaning tasks.
- Assists the District with coordination of substitutes for daily assignments as needed. Requests substitutes as needed for special projects.
- Inspects the quality of work of others for compliance of District standards and efficiency.
- Trains custodial team members and substitutes.
- Maintains records and prepares reports as requested.

- Use of technology for inputting work orders, inspections and trainings.
- Member of the Department Safety Team.
- Checks the security of the buildings and grounds.
- Use of the District vehicles to complete daily assignments throughout the District.

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, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: Any combination equivalent to graduation from high school and five (5) years of building custodial experience, including some supervision. Knowledge of methods, materials, tools, and equipment used in building custodial work. Knowledge of the principles of leadership and training.

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 small groups.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form.

CERTIFICATES AND LICENSES:

- California Driver's License (Required by the first day of service).
- First Aid Certificate preferred.
- SDS training required.

OTHER SKILLS AND ABILITIES: Ability to safely operate and carefully maintain mechanical and power equipment and train others to do likewise. Methods, materials and equipment used in custodial and minor maintenance work. Ability to estimate time, materials, supplies, and equipment needed to perform work. Ability to lead, train, and evaluate subordinates. Ability to develop effective working relationships with students, staff, and the school community. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties with awareness of all district requirements and board policies. Demonstrate quality work, exceptional work habits and quality team leadership skills. Demonstrates a high standard for following the District and Department Safety Programs.

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, tools, or controls; and talk or hear. The employee is occasionally required to sit. The employee frequently must squat, stoop, or kneel, reach above the head and reach forward. The employee continuously uses hand strength to grasp tools and climb ladders. The employee will frequently bend or twist 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 when unloading trucks. However, if lifting more than fifty (50) pounds a partner must be used. Specific vision abilities required by this position 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. 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, degreasers, and sprays. The employee must be able to meet deadlines within time constraints. The noise level in the work environment is usually moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions within the work environment.