2/25/2020
September 2016
FLSA: Non-Exempt
Range: 15

LEAD ELEMENTARY CUSTODIAN

DEFINITION
Under general supervision, leads, trains, oversees, and performs the full range of custodial duties related to the care, routine maintenance, and cleaning of assigned buildings and facilities; moves furniture and equipment to set up for events, activities, and functions; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED
Receives general supervision from the District Custodial Supervisor. Provides technical and functional direction and training to custodial staff.

CLASS CHARACTERISTICS
This is the advanced journey-level in the custodian class series that performs the full range of custodial work required to ensure that District buildings and facilities provide the highest level of health and safety for student and staff use. Responsibilities include inspecting and attending to assigned areas in a timely manner, and overseeing and performing a wide variety of tasks in the cleaning of assigned buildings and facilities. This class is further distinguished from the District Custodial Supervisor in that the latter is the full supervisory-level class in the series responsible for organizing, assigning, supervising, and reviewing the work of assigned District custodial staff.

ESSENTIAL JOB DUTIES
Provides technical and functional direction to custodial staff; reviews and controls quality of work.

- Plans, schedules, prioritizes, and assigns custodial work in consultation with the District Custodial Supervisor; communicates status of cleaning to appropriate personnel, working cooperatively to schedule cleaning in accordance with established and special operational priorities; instructs staff in work procedures.
- Trains employees in work methods, use of tools and equipment, and relevant safety precautions.
- Inspects and evaluates work in progress and upon completion to assure that custodial activities are performed in accordance with District standards and specifications.
- Orders supplies and equipment for work assignments and projects; maintains records of purchase orders.
- Oversees and performs all custodial duties to ensure District buildings and facilities provide the highest level of health and safety for student and staff use.
- Identifies and reports maintenance and repair needs and problems.
- Performs preventative maintenance and minor maintenance and adjustments on facilities, and buildings, including replacing light bulbs, faucet washers, toilet seats, and adjusting water fountains, and unclogging and cleaning drains and grease traps.
- Oversees and sets up rooms and equipment for classes, events, conferences, meetings, and other functions; moves and arranges furniture.
- Observes safe work methods and makes appropriate use of related safety equipment as required; follows District guidelines on energy conservation.
- Assist other personnel as required within the custodial field of cleaning, minor repair and assistance to include emergency response team assistance in conjunction with the shut off of gas, water and electricity at the site(s) assigned.
- Respond to the custodial needs of the District staff and respond to emergency calls after hours as directed.
- Inspect fire extinguishers and eye wash areas as directed.

- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic principles of supervision and training.
- Methods, materials, and equipment used in custodial work and basic and preventative building maintenance.
- Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools, and equipment.
- Use and minor maintenance of tools and equipment used in custodial work.
- Safe work methods and safety practices pertaining to the work.
- Principles of record keeping principles and procedures.
- Techniques for providing a high level of customer service by effectively dealing with parents, students, community and District staff.
- Computer applications related to work.
- Pass strength and agility testing prior to employment.

Ability to:

- Plan, schedule, assign, and oversee activities of custodial personnel.
- Inspect the work of others and maintain established quality control standards.
- Train others in proper and safe work procedures.
- Identify and implement effective course of action to complete assigned work.
- Use and operate a variety of custodial equipment.
- Clean and care for assigned areas and equipment.
- Maintain assigned work area in a clean, safe, and secure manner.
- Maintain routine records.
- Give, as well as, understand and follow oral and written instructions.
- Follow District and department policies and procedures related to assigned duties.
- Organize own work, set priorities, and meet critical time deadlines.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Read and write in English at a level sufficient for the performance of assigned duties.
- Work independently with a minimum of supervision and with a group of employees.
- Pass strength and agility testing prior to employment.

Education and Experience:

- Equivalent to completion of the twelfth (12^{th}) grade preferred.
- Three (3) years of custodial experience desired.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.

PHYSICAL DEMANDS

Must possess mobility to work in various District buildings and facilities; strength, stamina, and mobility to perform medium physical work, to operate varied tools and related equipment, and to operate a motor vehicle and visit various District sites; vision to read printed materials; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is needed to operate above-mentioned tools and equipment. Positions in this classification bend, stoop, kneel, reach, and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds, or heavier weights with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in buildings and facilities with moderate noise levels, controlled temperature conditions and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Incumbents may be exposed to body fluids in performing assigned duties. Employees may interact with upset staff and/or public and private representatives, and contractors in interpreting and enforcing District and departmental policies and procedures.