TRAVIS UNIFIED SCHOOL DISTRICT

Reaching beyond the boundaries to build a community of learners.

September 2016
FLSA: Non-Exempt
Range: 20

LEAD CUSTODIAN-- DISTRICT

DEFINITION

Under general supervision of the Supervisor of Operations, Grounds, and Maintenance, plans, schedules, assigns, and reviews the work of District custodial staff responsible for the care, routine maintenance, and cleaning of assigned buildings and facilities; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Director of Maintenance and Operations. Leads and directs custodial staff.

CLASS CHARACTERISTICS

Responsibilities include planning, organizing, directing, reviewing, and monitoring the work of custodial staff either directly or through lead workers. Leads are expected to independently perform the full range of Lead custodial duties. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

- Performs all the duties of a Lead Custodian.
- Plans, organizes, assigns, directs, and reviews the work of assigned staff responsible for the custodial maintenance of District buildings and facilities.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures.
- Confers with school administrators and supervisor in developing work schedules, summer, winter, and spring break custodial service programs, and site custodial budgets.
- Coordinates training on work and safety procedures and in the operation and use of equipment and supplies with site administrators and supervisor; implements procedures and standards.
- Monitors operations and activities of custodial staff; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Recommends equipment, materials, and staffing needs for custodial maintenance and projects; monitors and controls supplies and equipment; orders supplies and tools as necessary.
- Monitors work in progress and completed work of assigned employees and contractors for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.
- Directs and monitors set ups for major student events, conferences, meetings, and other functions such as graduations.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Prepares and maintains accurate manual and computerized logs and records of work performed and materials and equipment used; submits information for reports including pesticides use reports.
- 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 necessary.
- Oversees the Inspection of fire extinguishers and eye wash areas as directed.
- Oversees Safety Data Sheets (SDS) Online for the District.

- Perform other duties as assigned.

QUALIFICATIONS

Knowledge of:

- 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.
- Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Safe work methods and safety practices pertaining to the work.
- Principles of record keeping principles and procedures.
- Modern office practices, methods, and computer equipment and applications.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of service by effectively dealing with students, parents, community and District staff.
- Computer applications related to work.

Ability to:

- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Organize, perform, and assign custodial maintenance activities.
- Ensure compliance with applicable federal, state, and local policies, procedures, laws, and regulations.
- Successfully communicate both orally and in writing, pertinent department policies and procedures.
- Identify problems, and present recommendations for solution.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to completion of the twelfth (12^{th}) grade and three (3) years of custodial maintenance experience.

Licenses and Certifications:

- Possession of, or ability to obtain, a valid California Driver's License

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; strength, stamina, and mobility to perform custodial work and inspect District sites and to operate a motor vehicle and visit various District facilities and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is in part an office classification although standing, walking, and inspecting work areas are required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office 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 weighing up to 50 pounds.

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.