

LEAD CUSTODIAN III

DEFINITION

Under direction, plan, organize, lead, and participate in the custodial and routine maintenance functions and activities of a large secondary school; plan, organize, coordinate, and lead in maintaining buildings and adjacent grounds areas in a clean, orderly, safe, sanitary, and secure condition; plan, coordinate, organize, lead, and participate in maintaining the site physical environment required for a multi-faceted activity program; and do other related work as required.

ESSENTIAL FUNCTIONS

Prioritize work activity, schedule and coordinate the custodial and routine maintenance work processes; confer with the site management team and others to determine special set up requirements and work scheduling to accommodate site activity programs and various community affairs; review, inspect, and monitor custodial, groundskeeping, and maintenance functions; counsel, confer with, and advise site personnel and others concerning standards of cleanliness, sanitation, and security; assist in the development of standards of performance and guidelines pertaining to the operational aspects of a large secondary site and a variety of other school facilities; inspect buildings and grounds for damage, hazards, needed repair, and security aspects; recommend the preparation of work requisitions to correct site operational problems and concerns; requisition, order, and maintain an appropriate inventory of custodial supplies, materials, and equipment; periodically organize and conduct an inventory review of custodial supplies, materials, and equipment; plan, organize, coordinate, lead, and participate in the major cleaning of the school site; assist in the planning, organization, and conduct of custodial personnel orientation and in-service training programs; review and monitor the work performance of site custodial personnel to ensure adherence to District standards of cleanliness, sanitation, and safety; may provide input into the performance evaluation of custodial site personnel; inspect heating, electrical, air conditioning, and water equipment and perform routine and minor repairs and adjustments; maintain attendance records for assigned employees; responsible for departmental vacation schedules, coordinating them with the best interests of school in mind; activate and deactivate alarms; on-call for alarms and emergencies.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Methods, materials, and equipment utilized in custodial and maintenance functions and activities at a large secondary school site;
Requirements and standards for maintaining a large secondary school facility in a safe, healthy, clean, orderly, and secure condition;
Principles, methods, techniques, and procedures of organizing, leading, and training custodial personnel;
Operating principles of heating, ventilating, air conditioning, and water equipment;
Safe practices and working conditions.

Ability to:

Plan, organize, coordinate, and lead custodial personnel;
Demonstrate leadership, good judgment, and tact;
Accurately estimate time and materials in relation to custodial and maintenance functions and activities;
Establish and maintain a simple data management, storage, and retrieval system;
Prepare and present comprehensive and precise reports;

Ability to (continued):

Establish and maintain a simple record management system;
Understand and carry out oral and written directions;
Establish and maintain an effective working relationship with those contacted in the course of work;
Relate effectively with racially and ethnically diverse staff, student, and community.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade supplemented by training or coursework in operational management, organization, supervision, or other closely related areas.

Experience:

Three years of experience in maintaining a large school facility including one year of experience in a lead or supervisory capacity.

REQUIRED LICENSES AND/OR CERTIFICATES

If required to operate a vehicle in the performance of duties, operator must possess an appropriate California driver's license, have an acceptable driving record, and qualify for insurability by the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Heavy physical work involving pushing and pulling of objects weighing up to 100 pounds, with frequent lifting of objects weighing up to 50 pounds; physical dexterity in limbs and digits necessary to operate hand and power driven equipment and tools commonly used in the custodial trade, and perform strenuous manual labor; ability to bend, stoop, grasp, and reach.

Working Conditions:

May be required to work alone during evening hour assignments. Ability to mix and work with detergents and other cleaning chemicals without allergic reactions.

Pre-placement Physical: Class II