



# Romoland School District

## JOB DESCRIPTION

### LEAD CUSTODIAN

#### **Definition**

Under general supervision to plan, assign, direct, schedule and participate in the cleaning, custodial, and routine maintenance functions for assigned school classrooms, buildings and other facilities. Employees in this classification receive limited supervision from Director of Maintenance, Operations, and Transportation and/or a school site administrator within a framework of standard policies and procedures. Employees in this classification direct, coordinate, and supervise the work of others in a lead capacity. This job class exercises independent judgment in the selection of work methods and procedures used in general custodial maintenance projects at an assigned school site.

#### **Examples of Duties**

- Plans, assigns, directs and participates in cleaning, custodial, and routine maintenance functions for assigned school site classrooms, buildings, and other facilities;
- Acts as lead person for assigned custodial personnel;
- Inspects completed work for accuracy and compliance to instructions and established standards;
- Performs minor repairs and adjustments to building fixtures and equipment;
- Operates, sets, and checks HVAC systems, light systems and timers as required;
- Inspects assigned area(s) for sanitary and safety hazards and reports hazards to appropriate authority;
- Requisitions cleaning supplies and materials for assigned facilities/plant;
- Cleans and maintains classrooms, restrooms, cafeteria, gymnasium, offices, auditorium, and related facilities; cleans walls, furniture, windows, woodwork, and equipment;
- Sweeps walks and driveways and picks up paper and rubbish;
- Directs and assists in the set-up and arrangement of furniture, supplies and facilities for special meetings and/or events;
- Converses with the Director of Maintenance, Operations, and Transportation regarding custodial and maintenance projects and activities at assigned site; performs safety inspections on a weekly basis, and either corrects defects, or requests work orders;
- Ensures security of assigned school facility; locks and unlocks doors, arranges for lock repairs;
- Prepares routine custodial reports as required;
- Directs and participates in the routine maintenance of custodial tools and equipment; requests work orders for major maintenance needs; acts as information source to subordinate custodians regarding work methods, procedures, problems, etc.;
- Responds to emergency and security alarms;
- Performs other related duties as required.

**Qualifications**

**Knowledge of:** Modern cleaning methods, materials, tools and equipment; district policies and procedures related to custodial work; the care and maintenance of custodial and building equipment and tools; security practices and policies of the district; modern cleaning methods, materials, tools and equipment; the safe use and operation of equipment and chemicals used in janitorial and custodial work.

**Ability to:** Communicate effectively in oral and written forms; direct, coordinate and prioritize the work of others; understand and follow oral and written instructions in an independent manner; safely operate and apply custodial equipment, materials, and chemicals; meet the physical requirements necessary to safely and effectively perform required duties; establish and maintain effective work relationships with those contact in the performance of required duties; read at a level sufficient to successfully perform required duties;

**Education and Experience:** High school diploma or equivalent; three years experience in custodial and routine maintenance in a private company or public agency preferably with one year of experience in planning and scheduling work for a large facility.

**Licenses and/or Certificates:** Possession of a valid and appropriate California Driver's License; insurability;

**Other:** Proof of Tuberculosis Clearance every four years; Fingerprint clearance by the Department of Justice.

**Physical Demands And Working Conditions**

- Visual ability to read handwritten or typed documents, and instructions. *E*
- Able to conduct verbal conversation. *E*
- Able to hear normal range verbal conversation (approximately 60 decibels). *E*
- Able to sit, stand, stoop, kneel, bend and walk.
- Able to climb slopes, stairs, steps, ramps and ladders.
- Able to push and /or pull a variety of tools and equipment weighing up to 50 pounds. *E*
- Able to lift up to 50 pounds frequently. *E*
- Able to sustain strenuous manual labor for 1 hour.
- Able to exhibit full range of motion for shoulder abduction and adduction.
- Able to exhibit full range of motion for elbow flexion and extension.
- Able to exhibit full range of motion for shoulder extension and flexion.
- Able to exhibit full range of motion for back lateral flexion.
- Able to exhibit full range of motion for hip flexion and extension.
- Able to exhibit full range of motion for knee flexion.
- Able to use respirators, for personal protection, up to
  - 1 hour per day, strenuous physical effort
  - 1 hour per day, moderate physical effort,
  - 1 hour per day, light physical effort. *E*
- Able to work at various elevated heights in a safe and effective manner. *E*
- Able to work in restricted spaces in a safe and effective manner.
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- Able to demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner. *E*
- Able to work with cleaning solutions, disinfectants, sanitizers and chemicals in a safe and effective manner without allergic reaction. *E*
- Able to operate a variety of powered and manual equipment commonly found in janitorial and custodial services in a safe and effective manner. *E*

While the ideal candidate will possess all of these abilities, duties assigned can be modified to accommodate some physical restrictions. Essential physical requirements, which the candidate must possess, are indicated with an " *E* ".

Employment Status: Bargaining unit position/agency shop.