



Excellence for all.

Job Title: Lead Custodian

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Basic Function: Under the direction of the Supervisor of Maintenance and Operations and/or assigned designee, perform various custodial duties during a night shift and oversee activities of Custodians at various District locations; train and provide work direction to personnel.

Distinguishing Characteristics:

The maintenance family of job descriptions clarify how each job within this classification fits within the organization and to assist in identifying key differences between classifications which may appear otherwise similar. Custodians are responsible for routine custodial activities at a school site or District facility ensuring facilities are clean, orderly, and secure. Lead Custodian trains and provide work direction to Custodians at various District locations; inspect work of Custodians at various District sites to assure timely and efficient completion of assignments and compliance with safe work practices; train custodial staff in proper work methods and procedures.

Representative Duties:

Essential Functions:

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Oversee and participate in custodial activities of Custodians at various District locations to assure safe and efficient performance of night custodial assignments.
- Train and provide work direction to Custodians at various District locations; inspect work of Custodians at various District sites to assure timely and efficient completion of assignments and compliance with safe work practices; train custodial staff in proper work methods and procedures.
- Provide orientation training in conjunction with the Maintenance and Custodial Supervisor for new and substitute employees.
- Sweep, scrub, mop, and wax floors; vacuum rugs and carpets in classrooms, offices, and other assigned areas; wash windows, chalkboards, and walls.
- Dust and polish furniture and woodwork; clean and wax desks.
- Empty and clean waste receptacles and pencil sharpeners; pick up paper and other debris from grounds and buildings.
- Clean restrooms and other areas including floors, walls, fixtures, appliances, and mirrors; restock supplies; polish metal fixtures.
- Move, adjust, and arrange furniture and equipment; set up cafeteria and classrooms for special events and meetings.

- Check doors, windows and assigned area for vandalism, report safety, sanitary and fire hazards.
- Perform minor non-technical repairs to fixtures; replace lights; clean and adjust shades and blinds; report other repairs and maintenance needs and assist others in making repairs as required.
- Turn lights on and off; unlock and lock doors and gates; patrol grounds checking doors, lights, and gates; report safety, sanitary and fire hazards as appropriate.
- Maintain equipment and supplies in appropriate condition, requisition custodial supplies as necessary.
- Delivery a variety of items to different locations in the schools as assigned.

Other Duties:

- Perform related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulation

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- Proper methods, materials, tools, and equipment used in custodial work.
- Modern cleaning methods including basic methods of cleaning and preserving floors, black boards, carpets, furniture, walls, and fixtures.
- Requirements of maintaining school buildings in a safe, clean, and orderly condition.
- Appropriate safety practices and procedures.
- Principles and practices of training and providing work direction.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Use cleaning materials, equipment, and methods according to established procedures.
- Oversee and inspect the work of others.
- Train and provide work direction to others.
- Maintain tools and equipment assigned in appropriate condition.
- Perform minor, non-technical repairs.
- Observe and report need for maintenance and repair.
- Lift heavy objects.
- Meet schedules and timelines.
- Observe legal and defensive driving practices.

Education/Licenses/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: Graduation from high school and two years of custodial or general building maintenance experience. Successful completion of the Merit examination process is required.

Licenses and other requirements: Valid California driver's license.

Working Conditions:

Environment: Indoor and outdoor work environment. Drive a vehicle to conduct work.

Physical Demands: Dexterity of hands and fingers to operate a variety of custodial equipment. Walking or standing for extended periods of time. Seeing to perform custodial duties. Carrying, lifting, pushing, or pulling moderately heavy objects. Bending at the waist, kneeling, or crouching. Reaching overhead, above the shoulders and horizontally. Climbing ladders and working from heights to replace light bulbs.

Hazards: Exposure to cleaning agents and chemicals. Regular exposure to fumes, dust, and odors. Working on ladders.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 122

February 2000

Ewing & Company

Revised: Standard Education/Exp language 9/27/17

Personnel Commission Classification/Compensation Study Approved: July 12, 2023