

MERCED CITY SCHOOL DISTRICT

CLASS TITLE: LEAD HEAD CUSTODIAN

BASIC FUNCTION:

Under the direction of Supervisor of Maintenance, Operations, provide direction and leadership for custodial operations throughout the District; manage the direction of the District's custodial activities involving the maintenance, repair, replacement, and cleaning of all campus facilities and grounds; act as supervisor's representative to ensure workflow and quality of completed work, measures timeliness, accuracy, safety, and collects data as required; maintains detailed records, reports, and communications required to maintain standards and accountability of department priorities and personnel; creates, assigns, redirects, or otherwise communicates assignments and expectations to custodial employees at various sites; collaborates and coordinates with site administrators throughout District; perform a variety of custodial duties and assure the maintenance of an assigned school or site in a clean and orderly manner.

REPRESENTATIVE DUTIES:

Under the direction of the Supervisor of Maintenance and Operations, exercise supervision of personnel assigned to work with him or her.

In collaboration with site administration, participates in selecting, training, and assigning custodians; assigns work schedules; maintains time records for custodial staff; may make arrangements for substitute employees.

Develops and implements programs designed to ensure completion of work within standardized levels of cleanliness, appearance and safety.

Conduct inspection of buildings for dangerous, unsightly, or unclean conditions; takes appropriate action.

Monitors safe working practices and safety programs for the purpose of ensuring efficient practices and promoting proper work habits.

Assist with cleaning duties for maintaining a clean and safe environment.

Conducts inspections of facilities and grounds to assure that work is being performed according to established guidelines as directed by the Supervisor.

Research products, materials, and equipment to be used in cleaning; may interact with sales representatives; prepares purchase requisitions; maintains inventories so that adequate supplies are available.

Maintains custodial equipment in a proper and safe manner.

Assures that the rules and regulations of the district, policies, and procedures of the department, and all safety regulations are known and observed by the custodial staff.

Maintains high-quality cleaning standards and ensures 100% compliance of employee, staff, student, and site safety through the proper use of PPE, correct use of equipment, proper and/or green chemicals, and communication or training on SDS.

Submits District requisitions according to established procedures and timelines; makes purchases as appropriate.

Trains assigned personnel and coordinate the schedule and activities of the substitutes and the custodial work crews.

Facilitates meetings for the purpose of identifying appropriate actions, developing recommendations, supporting other staff, and serving as a District representative.

Researches a variety of topics for the purpose of developing new programs/services, ensuring compliance with relevant requirements, securing general information for planning, taking appropriate actions, and/or responding to requests.

Works cooperatively with administration and custodial staff in evaluating site needs, developing custodial cleaning schedules, and recommending equipment and supply needs for the purpose of providing efficient services.

Prepares accident and injury reports as needed for the purpose of following district procedures.

Repairs custodial equipment as needed for the purpose of ensuring employees have the necessary equipment to complete job requirements.

Reports safety hazards and repair needs to appropriate personnel for the purpose of ensuring safe facilities.

Develop and maintain required reports and records.

Conduct and attend training sessions.

Perform related duties as assigned.

The employee is to adhere to federal and state regulations, Board policies, and related administrative regulations which pertain to the particular assignment.

MINIMUM QUALIFICATIONS

KNOWLEDGE OF:

Methods, practices, terminology and procedures used in the custodial and grounds maintenance fields.

Cleaning materials, solutions, equipment and tools.

Modern cleaning methods including basic methods of cleaning and preserving floors, blackboards, 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 providing work direction and guidance.

Record-keeping techniques.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Interpersonal skills using tact, patience, and courtesy.

Applicable laws and standards of Cal-OSHA, ADA, CDE Title V/Williams, and California or local Fire Codes.

District organization, operations, policies, and objectives.

Health and safety regulations.

Computer operation techniques.

General knowledge of Microsoft Word, Excel and PowerPoint and Google Sheets, and Google Docs.

ABILITY TO:

Supervise the custodial duties of school buildings and other District facilities.

Use cleaning materials, equipment, and methods according to established procedures.

Apply knowledge of the schedules, procedures, and use of equipment and supplies used in custodial work.

Coordinate and prepare the work of others.

Provides work direction and guidance to others.

Maintains tools and equipment assigned in appropriate condition.

Perform minor, non-technical repairs.

Inspect work sites.

Monitor and control assigned budgets.

Plan and organize building cleaning programs.

Establish and maintain effective working relationships with other District personnel and the public.

Train and supervise personnel.

Maintain current knowledge or program rules, regulations, requirements, and restrictions.

Identify priorities and adjust workflow as needed for self and others.

Assign and monitor the work of others in order to accomplish tasks.

Analyze situations accurately and adopt an effective course of action.

Understand and follow oral and written directions.

Observe legal and defensive driving practices.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient training and experience to demonstrate the knowledge and abilities listed above and four years of increasingly responsible custodial experience.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment; adverse weather conditions; subject to regular exposure to fumes, dust, and odors; driving a vehicle to conduct work; possible emergency call-out.

PHYSICAL ABILITIES:

Standing for long periods of time; bending, pushing, and pulling cleaning equipment; lifting and moving furniture; climbing ladders; reaching overhead, above the shoulders and horizontally; dexterity of hands and fingers to operate specialized custodial equipment, hand and power tools; bending at the waist, and lifting heavy objects; walking over rough or uneven surfaces; hearing and speaking to exchange information.

HAZARDS:

Working around and with machinery having moving parts at work sites; fumes from cleaning solvents and chemicals

This position complies with the rules and regulations of the American with Disabilities Act (ADA).