MT DIABLO UNIFIED SCHOOL DISTRICT
Position Description

TITLE:	Custodial Leadworker I
REPORTS TO:	Custodial & Operations Manager / Designee
DEPARTMENT:	Maintenance & Operations
CLASSIFICATION:	Classified
SALARY:	Teamster Range 464
BOARD APPROVED:	November 9, 2022

SUMMARY DEFINITION: Under direction and general supervision of the Custodial & Operations Manager or Assigned Supervisor, typically assigned to a middle school facility; performs a variety of difficult work coordinating and participating in custodial work, with the purpose of maintaining attractive, sanitary, and safe district buildings and facilities for students, staff, and the public; leading and supporting school site assigned custodians; and ensuring that assignments are completed in a safe, proper and timely manner, performs related work as required.

ESSENTIAL FUNCTIONS

E = Essential Functions (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of duties, knowledge or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

- In accordance with the District cleaning standards, perform routine custodial activities at assigned school site(s) or facility; sweep, scrub, mop, strip, wax, disinfect and polish floors; vacuum rugs and carpets in classrooms, offices, auditoriums, kitchens, assembly areas and other work areas; spot clean and shampoo carpets. **E**

- Clean classrooms, cafeterias, kitchens, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways and other facilities as assigned; dust and polish furniture and woodwork; empty waste receptacles and replaces liners; empty organic recycling; spot mop spills; remove gum, debris and graffiti as needed. **E**

- Cleans and disinfects drinking fountains, shared spaces, high touch areas and other facility spaces as assigned. **E**

- Cleans and disinfects restroom facilities including sinks, toilets, urinals, paper dispensers;

replenishes supplies; cleans mirrors, walls, floors, tile, doors and windows. **E**

- Cleans and removes debris from floor, grounds, walkways and other areas adjacent to buildings and facility spaces. **E**
- Completes disinfection duties as assigned.
- Consults with Assigned Supervisor and Administrative personnel for the purpose of planning, prioritizing, and scheduling custodial activities and achieving site maintenance objectives.
- Operates a variety of custodial equipment including but not limited to vacuums, mops, blowers, buffer machine, scrubber machine, carpet cleaner, disinfection sprayer. **E**
- Secures doors and gates when appropriate, operates lighting control, utilizes site alarms, and performs other security duties as assigned. **E**
- Performs low level maintenance duties including but not limited to repair furniture, doors, light fixtures, install classroom small equipment and fixtures, repair faucets, unclog toilets, change lightbulbs, replace diffusers, cover graffiti, replace standard ceiling tile, unplug door locks, replace missing door closer, door stops, switch plates, light covers, water lawns and shrubs within 50' of buildings, replace HVAC filters in classrooms, etc. **E**
- Inspects facilities and equipment to determine maintenance and repair needs; performs preventive maintenance activities; and refers major maintenance and repair concerns to appropriate staff.
- Identifies, reports, and assists with resolving vandalism, safety, sanitary, and fire hazards as needed.
- Responds to custodial emergencies. **E**
- Maintains inventory of supplies and equipment for the purpose of ensuring the availability of custodial items required to properly maintain facilities. **E**
- Picks up, moves, transports, and delivers various furniture, materials, supplies, and equipment at the assigned site; loads and unloads equipment and supplies at the assigned site; arranges rooms for meetings and other events as assigned at the assigned site. Operates and maintains a hand and power tools, and light to heavy power equipment needed to perform assigned duties.
- May assist in emergency response to ensure the District facilities are secure and operational, as needed.
- Provides support for Civic Center Act by preparing buildings and/or site for District events including moving District owned equipment and furniture.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS: A combination of training and experience equivalent to a minimum of two years of experience in custodial work involving the use of custodial chemical, materials and equipment.

KNOWLEDGE OF: Methods, materials and tools used in custodial care for buildings, related site, and athletic facilities. Proper cleaning methods and the safe usage of cleaning materials, disinfectant, custodial tools and equipment. Proper methods of storing equipment, materials and supplies. Requirements of maintaining buildings in a safe, clean and orderly condition. Record-keeping systems and methods. Techniques for providing a high level of customer service by effectively communicating and addressing needs of the public, vendors, contractors, and District staff. Basic English grammar, punctuation and spelling. Policies, laws and regulative procedures. Understanding of basic technology**.**

SKILL IN: Perform routine custodial duties to maintain assigned work area in a clean, safe, and secure manner. Use cleaning materials and equipment in a safe and efficient manner. Operate a variety of custodial equipment. Move and arrange furniture and equipment. Observe and report safety hazards and need for maintenance and repair. Learn, understand, and apply pertinent policies, work standards, and health and safety regulations. Communicating and working with others. Ability to make decisions and work alone.

ABILITY TO: Maintain routine files and records. Organize own work, set priorities, and meet critical time deadlines. Use tact, initiative, prudence, and judgment within general policy and procedural guidelines. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with others. Operating power equipment for custodial and building maintenance. Interpersonal skills using tact, patience and courtesy. Follow oral and written instructions. Operate power equipment safely and efficiently. Perform heavy manual labor. Ability to work independently with little to no supervision.

WORKING CONDITIONS:

ENVIRONMENT: Indoor office or classroom environment, regularly around students, outdoors, and shop environment; drive a vehicle to conduct work; noise from equipment, regular exposure to fumes, dust and odors; and exposure to adverse weather conditions.

PHYSICAL DEMANDS: The usual and customary methods of performing the job's functions require the following physical demands: frequent significant lifting, carrying, pushing, and/or pulling, frequent climbing and balancing, frequent stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires walking, and standing for various amounts of time. The job is performed under some temperature variations and under conditions with exposure to risk of injury and/or illness. Capable of frequently lifting / carrying / pushing / pulling up to 25 lbs; up to 50 lbs occasionally; lifting / carrying / pushing / pulling over 51 lbs will be done as part of a team; considerable physical activity required.

HAZARDS: Working on ladders or scaffolding at heights; working in a cramped or restrictive work chamber; working around and with machinery having moving parts; and exposure to flying debris or nails, chemicals and solvents. Subject to noise and fumes from equipment operation; exposure to chemicals and pesticides; repetitive hand motion; slipping; flying debris; high

pressure hoses; and may be exposed to fecal matter, snakes, insect bites/swarms, ant bites, and cuts from tools or materials.

LICENSES AND CERTIFICATES:

Possession of a valid California driver's license is required. Attend training for aerial lift, scissor lift, forklift, safety training and other certification training as required.

OTHER QUALIFICATIONS:

Must pass the District's pre-employment fingerprinting, pre-employment physical, TB testing and maintain District-insurable driving record.

Teamster Salary Range: 464

Board Approved: November 9, 2022