

**CLASS SPECIFICATION
Head Custodian I**

GENERAL PURPOSE

Under general supervision, coordinates, oversees and is responsible for the custodial operations at a traditional or single track school site, including direct responsibility for cleaning classrooms, offices and other areas at an assigned school or facility; assigns and inspects the work of custodial personnel on an assigned evening shift; assist in the training of custodial personnel; and perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Head Custodian I is the lead worker at a traditional or single track school or District facility. In addition to handling a regular cleaning assignment, incumbents coordinate activities between day and swing-shift personnel to ensure cleaning assignments are properly completed and meet proper standards of cleanliness, safety and appearance. Incumbents ensure custodial personnel have the necessary supplies to complete their assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Performs a variety of tasks related to the day-to-day custodial operations of assigned facilities; trains and provides work direction and scheduling for regular and part-time custodial personnel; coordinates day and night work schedules.
2. Washes windows, walls, tables, desks and benches; polishes metal work; dusts and cleans furniture and woodwork; sweeps, scrubs, mops and waxes floors; vacuums rugs and carpets; cleans restrooms; refills dispensers.
3. Assists in moving and arranging furniture and equipment and setting up for meetings and special events.
4. Operates a variety of custodial equipment including floor stripper, buffer, carpet shampooer, vacuum cleaner, power blower and small power and hand tools; drives a light truck as assigned.
5. Makes minor non-technical maintenance repairs to fixtures, furniture and facilities; replaces lights; adjusts desks and other furniture.
6. Removes graffiti from walls and walkways by using appropriate solution or painting over words and designs; reports graffiti that cannot be removed or covered and files police reports including taking pictures.
7. Picks up papers and other debris on grounds and walks; sweeps walks and waters shrubs; cleans storm drains and gutters.
8. Unlocks and locks doors and secures buildings; raises and lowers flags as assigned.
9. Empties and cleans garbage and trash receptacles; assists in thorough cleaning and restoration of one or more school plants during school vacation; performs special custodial work upon request; answers requests for setting up classrooms, cafeterias and auditoriums for special events.
10. Maintains, stores, inventories and requisitions custodial supplies and equipment; submits work order requests; maintains related routine records.
11. Operates and adjusts heating and ventilating equipment; contacts maintenance to report needed repairs.
12. Trains, assigns and guides a custodial crew on a swing shift; provides input to the supervisor for employee evaluations; may participate in interviewing new custodians.

OTHER DUTIES

1. May fill out work orders for other departments within the District to fulfill.

QUALIFICATIONS

Knowledge of:

1. Methods and techniques of cleaning and preserving floors, walls and fixtures.
2. Cleaning materials, disinfectants and materials used in custodial work.
3. Common tools used in making minor maintenance repairs.
4. Safety practices and work methods.
5. District standards and requirements for the custodial maintenance of District schools and sites.
6. Basic arithmetic.

Ability to:

1. Train and provide work direction to regular and part-time employees.
2. Coordinate day and night custodial work schedules.
3. Maintain assigned rooms, buildings or office space in a clean and orderly condition at one or more locations.
4. Operate a variety of equipment used in the cleaning and maintenance of buildings, offices, carpets, floors and restroom facilities.
5. Utilize hand and small power tools used for making minor non-technical maintenance repairs.
6. Estimate quantity and type of cleaning materials and supplies needed.
7. Move and arrange furniture and equipment for meetings and special events.
8. Observe and report safety hazards in need of maintenance and repair.
9. Confer with site administrators and supervisor regarding custodial needs, schedules and concerns.
10. Understand and follow oral and written directions.
11. Communicate effectively both orally and in writing.
12. Maintain routine records.
13. Read, write and comprehend English at the level required for successful performance of assigned duties.
14. Establish and maintain effective working relationships with District management, staff and others encountered in the course of work.

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent; and one year of custodial or building maintenance trades experience.

Licenses; Certificates; Special Requirements:

A valid California Class C driver's license, a good driving record and the ability to maintain insurability under the District's vehicle insurance policy.

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring department to accommodate the limitation.

Physical Demands

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk, sit, climb or balance, stoop, kneel, crouch or crawl.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve basic problems; use simple arithmetic reasoning; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with District management, staff and others encountered in the course of management.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee occasionally works in outside weather conditions and is exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals and risk of electric shock. The noise level is usually moderately quiet. Employees are also subject to call back from off duty in case of emergency.

Board Approval 2/15/2007

Effective 7/1/2007