

CLASS SPECIFICATION
Lead Custodian

GENERAL PURPOSE

Under the direction of the Operations Supervisor, acts as a working lead person to assist the Operations Supervisor with assigning, coordinating, scheduling, training, supervising and overseeing evening custodians as they clean and maintain school sites and facilities. The Lead Custodian will plan and conduct on the job training for new, substitute and regular custodians; and perform other duties as assigned.

DISTINGUISHING CHARACTERISTICS

A Lead Custodian is responsible for maintaining current knowledge of cleaning materials and methods and regularly inspecting school sites and facilities to ensure proper standards of cleanliness, safety and appearance. In addition, the Lead Custodian will confer with the site administrator or Head Custodian regarding problems related to the care and cleanliness of the school site or facility. The incumbent will be responsible for keeping a variety of operational and personnel records.

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. Work a late afternoon and evening shift to assist and support the work of evening custodians
2. Coordinate, assign, schedule and oversee the work of evening custodians.
3. Develop and maintain a comprehensive training program for new, substitute and regular and part time custodians.
4. Instruct and assist custodians in the performance of their duties
5. Monitor and track attendance of custodial personnel
6. Inspect and monitor the work of evening custodial personnel
7. Determine, assign and monitor work loads
8. Address and resolve concerns and problems of custodial personnel
9. Address and resolve concerns of principals and Head Custodians regarding care and cleanliness of school sites and facilities
10. Keep Operations Supervisor informed off all problems, emergencies, safety issues and general operations
11. Insure supplies and equipment are available and working. If necessary, make minor non-technical adjustments to equipment
12. Attend seminars and classes on district, state, and federal mandates and implement appropriate changes

QUALIFICATIONS

Knowledge of:

1. Up to date methods, materials and techniques for cleaning school sites and facilities
2. Common tools used in making minor maintenance repairs
3. Safety practices and work methods
4. District standards and requirements for the custodial maintenance of school sites and facilities
5. Basic training skills
6. Basic leadership skills

Ability to:

1. Train and provide direction to new, substitute, part-time and regular custodians
2. Plan, coordinate, schedule and monitor the work of a diverse workforce
3. Estimate quantity and types of materials and supplies needed
4. Keep records and prepare reports
5. Perform minor non-technical maintenance repairs on equipment used in the cleaning and maintenance of school sites and facilities
6. Utilize hand and small power tools used for making minor non-technical maintenance repairs
7. Observe and report safety hazards in need of maintenance and repair
8. Confer with site administrators and Head Custodians regarding needs, schedules and concerns
9. Understand and follow oral and written directions
10. Communicate effectively both orally and in writing
11. Effectively deal with problems and emergencies
12. Establish and maintain effective working relationships with District management, staff and others encountered in the course of work

Education, Training and Experience:

1. Graduation from high school or G.E.D. equivalent.
2. Three years responsible experience in a leadership capacity in a custodial or maintenance field.

Licenses, Certificates, Special Requirements:

1. A valid California Class C driver's license, a good driving record and ability to maintain insurability under the District's vehicle insurance policy.
2. 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.