

LEAD CUSTODIAN

DEFINITION

Under the direction of the Custodial Supervisor, plans, organizes, leads and participates in custodial activities and in the routine maintenance functions of District school sites and facilities; plans, coordinates, organizes and leads the activities required to maintain large buildings and adjacent grounds in an orderly, clean, safe, sanitary and secure condition; performs other related work as assigned.

ESSENTIAL DUTIES

- determines the appropriate priority of custodial work activity; schedules and coordinates routine maintenance work
- confers with the site management team, and others, to determine special setup requirements and work scheduling to accommodate site activity programs and various community activities
- counsels, confers with and advises site personnel, and others, concerning the standards of cleanliness, sanitation and security of assigned site
- inspects buildings and grounds for damage, hazards, needed repairs and security
- recommends and/or prepares work order requisitions to correct site operational problems and concerns
- conducts inventories, orders and maintains an appropriate stock of custodian supplies, materials, and equipment
- plans, organizes, coordinates, leads and participates in the major cleaning of the District school sites and facilities
- assists in the planning, organization and presentation of custodial personnel orientation and in-service training programs
- reviews and monitors the work performance of the site custodial personnel to ensure adherence to District standards of cleanliness, sanitation, safety and security
- provides technical input for performance evaluations, and discipline of site custodial personnel
- inspects heating, electrical, air conditioning and water treatment equipment, performs routine adjustments and non-technical general maintenance work

QUALIFICATIONS

Knowledge of: Methods, materials and equipment utilized in custodial and maintenance functions and activities at District school sites and facilities; requirements and standards for maintaining District school sites and facilities in a safe, clean, orderly and secure condition; principles, methods, techniques and procedures for organizing, leading, training, and discipline of custodial personnel; operating principles of heating, ventilation, air conditioning and water systems; safe working methods and procedures.

Ability to: Plan, organize, coordinate and lead custodial personnel; demonstrate leadership, good judgment and tact; accurately estimate time and materials in relation to custodial and maintenance functions and activities; establish and maintain a simple data management, storage and retrieval system; prepare and present comprehensive and concise operational reports; understand and carry out oral and written directions; establish and maintain cooperative working relationships.

LEAD CUSTODIAN

Page 2

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions:

- Persons performing service in this position classification will exert 50 to 75 pounds of force infrequently, and 10-45 lbs of force frequently, to lift, carry, push, pull or otherwise move objects.
- This type of work may involve ascending and descending ladders, stairs, scaffolding and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, visual acuity, depth perception, the ability to provide oral information, the manual dexterity to prepare equipment and to use hand tools, and the ability to handle and work with various materials and objects are important aspects of this job.
- Exposure to hot, cold, wet, humid or windy conditions, caused by weather, may occasionally be experienced. Skin contact with cleaning detergents, abrasives and disinfectants may also be encountered.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION

Experience: Three years of experience in maintaining District school sites and facilities, including one year in a lead supervisory capacity.

Education: Verification of a High School diploma, a GED certificate, including or supplemented by training or course work in management organization, supervision or other closely related areas.

License Requirement: Verification of the possession of a valid California Motor Vehicle Operator's License.

Condition of Employment: Insurability by the District's liability insurance carrier.

07/2008 nv