

LEAD CUSTODIAN I

DEFINITION

Under general supervision, plan, lead, and perform skilled custodial functions and the minor maintenance required to maintain assigned buildings and adjacent ground areas at a school site or facility in a neat, clean, orderly, safe, and secure condition; and do other related work as required.

ESSENTIAL FUNCTIONS

Prepare work schedules and coordinate the custodial and limited maintenance activities performed by the school custodial and grounds maintenance staff; confer with District personnel regarding custodial, groundskeeping, and maintenance problems of the school facility; assist in the selection and training of custodial personnel; maintain time records of employees; inspect buildings and grounds for damage, needed repair, security, and potential safety hazards; inspect heating, ventilation, electrical, air conditioning, and plumbing equipment within the school facility; perform minor and routine preventative maintenance tasks; requisition needed materials, supplies, and equipment; maintain inventory, expenditure control, and other records; coordinate room furniture and equipment arrangements for special events; assemble and disassemble furniture; assign personnel to monitor special events; perform special custodial duties when requested; activate and deactivate alarms; report unsafe conditions and potential hazards; recommend the preparation of maintenance work orders to correct potential safety hazards and/or solve major repair problems; perform general custodial duties including sweeping, waxing, mopping, dusting, vacuuming, and other cleaning and maintenance functions; supervise and participate in the thorough cleaning, repair, and renovation of school facilities and furniture; may provide input into the evaluation of other custodians.

EMPLOYMENT STANDARDS

KNOWLEDGE AND ABILITIES

Knowledge of:

Methods, materials, and equipment utilized in custodial and general facility maintenance work;
Requirements for maintaining a school facility in a safe, healthy, clean, orderly, and secure condition;

Methods and procedures of leading and training custodial personnel;

Operating principles of heating, ventilating, air conditioning, and water equipment;

Safe practices and working methods.

Ability to:

Demonstrate leadership, good judgment, and common sense;

Perform mathematical calculations with speed and accuracy;

Plan, schedule, and coordinate custodial and routine maintenance programs;

Accurately estimate time and material costs in connection with custodial and routine maintenance activities;

Establish and maintain a simple record management system;

Prepare clear and concise reports;

Perform light to moderately heavy manual functions;

Understand and carry out oral and written directions;

Establish and maintain an effective working relationship with those contacted in the course of work;

Relate effectively with racially and ethnically diverse staff, students, and community.

EDUCATION AND EXPERIENCE

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework in building maintenance and repair, management, organization, supervision, or related areas.

Experience:

Two years of increasingly responsible experience involved with the care and maintenance of buildings and facilities.

REQUIRED LICENSES AND/OR CERTIFICATES

If required to operate a vehicle in the performance of duties, operator must possess an appropriate California driver's license; have an acceptable driving record; qualify for insurability by the District's insurance carrier.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

Strength:

Heavy physical work involving pushing and pulling of objects weighing up to 100 pounds, with frequent lifting of objects weighing up to 50 pounds. Physical dexterity in limbs and digits necessary to operate hand and power driven equipment and tools commonly used in the custodial trade and perform strenuous manual labor; ability to bend, stoop, grasp, and reach.

Working Conditions:

May be required to work alone during evening hour assignments. Ability to mix and work with detergents and other cleaning chemicals without allergic reactions.

Pre-placement Physical: Class II