

LEAD CUSTODIAN

DEFINITION

To perform skilled lead custodial work in the care, maintenance and cleaning of assigned rooms, office space, buildings and related facilities.

DISTINGUISHING CHARACTERISTICS

This is the lead journey level class in the Custodian series. Positions in this class are normally filled by advancement from the lower class of Custodian II or, when filled from another class or from the outside, require prior lead custodial work experience. Positions in this class are required to use a variety of custodial equipment including vacuums, buffers, and power strippers, and to coordinate and personally assist a group of custodians performing routine custodial work.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Custodial Manager.

Exercises technical or functional supervision over classified personnel in the custodial department.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

Coordinates the day-to-day work of a group of custodians and sees that work is completed in accordance with instructions.

Responds to requests from Custodial Manager or higher level administrative staff for emergency custodial needs and furniture or equipment setups and coordinates special work as required.

Sees that rooms are set up for special events and meetings and are restored to normal conditions afterwards.

Insures that the areas assigned to the lead worker are maintained in a clean, orderly, and safe condition.

Coordinates and personally performs such work as cleaning school and office rooms, halls, walks, meeting areas, dining areas, etc.

Participates in such activities as sweeping, polishing, mopping, dusting, waxing disinfecting and similar tasks.

Inspects buildings, reporting unsatisfactory or dangerous situations which cannot be immediately corrected to Custodial Manager.

Provides reports on activities as requested by Custodial Manager or higher level administrative staff.

May purchase custodial supplies as required by the Custodial Manager.

Inspect and review the work of subordinates.

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EXAMPLES OF DUTIES (CONTINUED)

Keep time records and maintain employee schedules and assist in the training, supervising and may provide job function information for the purpose of evaluation to Custodial Manager of assigned personnel,

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, materials, and equipment used in cleaning of buildings, office space and rooms.

Methods of cleaning and preserving floors, walls and fixtures.

Safe work practices and safe operation of vehicles and equipment.

Principles and practices of supervision and training.

Skill to:

Perform heavy physical labor.

Schedule and organize work of others.

Operate and maintain a variety of custodial equipment including buffers, power strippers, and vacuums.

Perform tasks and routine supervisory duties independently in the absence of direct supervision.

Understand and follow both oral and written instructions.

Establish and maintain cooperative work relationships with those contacted in the performance of required duties.

Communicate effectively both orally and in writing.

Supervise and train subordinates.

EXPERIENCE AND TRAINING

Any combination of experience and training that would likely provide the required knowledge and skills is qualifying. A typical way to obtain the knowledge and skills would be:

Experience:

Three years of experience performing custodial duties.

Training:

Completion of formal or informal education sufficient to assure the ability to read and write at the level required for successful job performance.

License or Certificate:

Possession of, or ability to obtain, an appropriate, valid California driver's license.