

**LEAD CUSTODIAN – SAN ELIJO**

| **Reports to:** | Custodial Supervisor |  |  |
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| **Dept:** | Facilities | **Range:** | 20 |
| **FLSA:** | Nonexempt | **EEO:** | Service and Maintenance |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under general supervision, lead and participate in the work of Custodians and Custodial Main­tenance Workers engaged in cleaning, sanitizing and maintaining the facilities at the San Elijo campus; inspect work to ensure a clean and safe campus environment; requisi­tion supplies for assigned campus; coordinate special projects with campus administration; and perform related duties as assigned.

### DISTINGUISHING CHARACTERISTICS*:*

A Lead Custodian – San Elijo is distinguished from a Lead Custodian – Oceanside in that an incumbent in the former class has a smaller scope of duties due to the smaller size of the facility and the number of employees under direction.

### ESSENTIAL DUTIES & 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.*

1. Participate in selecting, training and providing day-to-day lead work direction to other staff; assign and monitor work for completeness, accuracy and conformance with district, depart­ment and legal/regulatory requirements and standards; monitor work flow to ensure that mandated deadlines are being met in an optimal manner; provide information, instruction and training on work procedures and technical/legal/regulatory requirements; provide input to supervisor on employee work performance and behaviors; assist in ensuring a fair and open work environment in accordance with the district’s mission goals and values.
2. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications; ensure adherence to safe work practices and procedures; oversee custodial helpdesk system and prioritize and assign custodial work orders or change work assignments in order to complete assignments within standard department timelines.
3. Perform all custodial duties as needed including cleaning classrooms, offices, halls, walk­ways, stairways, fixtures and equipment; sweep, polish, clean, mop, dust, wax and disinfect as needed; clean and sanitize restrooms, showers and water fountains; restock restrooms.
4. Install, maintain, diagnose, repair and/or replace custodial equipment; ensure proper care, use and storage of supplies, equipment and materials; track inventory and requisition supplies and parts.
5. Meet with administration, faculty and staff to confer on custodial projects, furniture moves and special projects; plan and coordinate setup and teardown of facility for all special functions; set up stage for concerts, lectures and other events; move and arrange furniture and equipment; stack and secure outdoor furniture.
6. Identify and report larger building maintenance problems; ensure that work orders are prepared and completed; escalate unusual problems or difficulties to supervisor; use campus online work request system to coordinate setup and work requests.
7. Make oral and written reports for work performed; complete and submit work orders and time­­sheets; attend meetings; participate in safety training.

### OTHER DUTIES:

1. Set, reset and monitor security alarm systems and respond to emergency situations accord­ing to established procedures; open and close classrooms as needed.
2. Deliver supplies and equipment to other campuses.
3. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

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1. Practices and techniques for scheduling and coordinating the activities of other custodial staff.
2. Proper cleaning methods.
3. The operation and maintenance of a variety of hand and power janitorial tools and equip­ment.
4. Proper mixing and diluting of cleansers, disinfectants and cleaning agents.
5. Maintenance/repair methods, materials, tools and equipment sufficient to be able to effec­tively maintain district facilities and infrastructure.
6. Operation of hand and power tools and ground equipment common to several maintenance and repair trades.
7. Correct English usage, including spelling, grammar and punctuation.
8. Recordkeeping, filing and basic purchasing procedures and expense reporting.
9. Shop mathematics.
10. Safety hazards and necessary safety precautions/policies sufficient to establish a safe work environment for self and others.
11. Applicable federal, state and local laws, rules and regulations [including OSHA rules and regulations if applicable].
12. Principles and practices of sound business communications, including correct English usage, grammar, spelling and punctuation.
13. Basic principles and practices of employee supervision.
14. District human resources policies and labor contract provisions.

### ABILITY TO:

1. Assign and inspect the work of custodial and custodial maintenance workers.
2. Determine work priorities during peak workload periods, using sound judgment in the appli­cation of policies, rules, regulations and standard operating procedures.
3. Operate, maintain and repair tools/equipment used in custodial work.
4. Analyze problems, evaluate alternatives and recommend or adopt effective courses of action.
5. Set priorities and exercise independent judgment within areas of responsibility.
6. Communicate effectively, both orally and in writing.
7. Understand, interpret, explain and apply applicable laws, codes and regulations.
8. Present proposals and recommendations clearly, logically and persuasively.
9. Operate a computer and standard business software.
10. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
11. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.

### EDUCATION AND EXPERIENCE:

Graduation from high school or GED equivalent and two years of custodial experience; or an equivalent combination of training and experience.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Lead-level work direction to Custodians and Custodial Maintenance Workers.

**CONTACTS:**

District administrators, faculty, staff, students and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Heavy physical labor with constant standing and walking for extended periods; walking over rough or uneven surfaces; frequently pushing, pulling, lifting and carrying heavy objects weigh­ing up to 75 pounds; frequent bending, stooping and kneeling; repetitive use of upper extremi­ties on a regular basis; manual dexterity to safely operate motorized equipment and vehicles; ability to operate an electric cart to pick up/deliver supplies to various campus loca­tions; ability to travel to locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to effectively work alone or as a crew member; ability to work effectively under pressure on a variety of tasks concurrently while meeti­ng established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily an indoor environment with limited exposure to inclement weather during travel to and from assigned work areas; work while wearing personal protection equipment; exposure to fumes from commercial cleaning products and noise from vacuums and other cleaning equip­ment; occasional exposure to toxic or caustic chemicals and biological hazards; frequent expo­sure to loud or prolonged noise from equipment; may be required to work at any district location during day and/or evening hours including weekends and/or holidays on an as-needed basis.