



Irvine Unified School District

LEAD CUSTODIAL TECHNICIAN

DEFINITION

Under the supervision and general direction of the District Custodial Operations Supervisor, performs a variety of functions in support of District custodial operations and related programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Assists in formulation and presentation of custodial training programs, provides in-service, refresher, and new product/procedures training to District custodians.
- Assists in establishing and maintaining quality control and performance measurement programs.
- Assists in site inspections to ensure with standards of health, safety, and general housekeeping.
- Oversees and directs assigned cleaning crews in support of such tasks as annual schools cleaning, child care support services or emergency clean-up requirements.
- Assists in the recruitment, training and supervision of substitute custodial personnel.
- Exercises program controls over one or more custodial service support programs such as: equipment repair; assignment, training, and supervision of substitute pool personnel; site inspection and quality control; training; employee safety; equipment and furnishings; child care support; insect and pest control.
- Assets in special event support, scheduling of substitute custodians, and movement of furniture, furnishings and supplies.
- Maintains records, prepares reports, conducts inventories.
- Participates in and directs or coordinates the efforts of assigned personnel in a variety of custodial support related activities throughout the District.

QUALIFICATIONS GUIDE

Knowledge of:

- Advanced cleaning methods and procedures for proper cleaning and maintenance of floors, walls, fixtures and furnishings, chemicals, compounds and cleaning agents common to building maintenance and specialized cleaning requirements.
- General safety procedures to include safe working practices and chemical handling procedures.

Ability to:

- Effectively instruct, supervise and direct others in custodial duties and related tasks.
- Formulate work schedules, maintain accurate records and provide reports.
- Establish and maintain cooperative working relationships through the use of tact, judgement and courtesy.

Training and Experience:

- Completion of the 12th grade or equivalent, a minimum of four years experience in a responsible custodial position with at least two years in a supervisory or leadership role, or any combination of training and experience which would likely provide he required skill level.

License:

- Possess and maintain a valid California Driver's license.

Physical:

- Good physical condition as determined by pre-and post-employment examinations and health reports.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to walk. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must regularly lift and/or move up to 50 pounds and occasionally lift and/or move more than 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.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works in high, precarious places and is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

The noise level in the work environment is usually moderate.

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