



FOREMAN II-CUSTODIAL

DEFINITION:

Under the supervision of the assigned supervisor, assists in the planning, coordination and direction of District-wide custodial support activities and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

The classification of Foreman II is distinguished from the lower classification of maintenance Foreman positions primarily by the higher degree of journey-level skills and leadership abilities required and the high degree of independence exercised in carrying out these duties. The Foreman I classification is the entry-level classification in the Foreman series. The Foreman III classification is the advanced-level position in the series. Incumbents work independently and perform a variety of skilled and semi-skilled duties in the maintenance and repair of assigned facilities, utilities and equipment. Incumbents also oversee structural maintenance projects and staff.

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

- Confers with principals, administrators and program managers regarding custodial matters including staffing, scheduling, methods, materials and equipment related to custodial maintenance.
- Assists in planning, scheduling and coordination of assigned annual cleaning program.
- Assists in administering in-service and other custodial training programs as required to ensure safe and efficient conduct of custodial operations.
- Provides site administrators with technical information and assistance related to custodial services, products and performance standards.
- Oversees custodial substitute programs as assigned; coordinates recruiting, selection, training and assignment of substitute personnel.
- Oversees custodial service support programs as assigned; oversees responses to work orders and requests for individualized services to District sites and programs.
- Assists in the evaluation of new products, equipment and work methods related to assigned activities.
- Assists the Supervisor in the conduct of quality control inspections per established procedures.
- Prepares and maintains files; records and reports related to assigned activities; provides reports on site condition and evaluation of individual site custodial maintenance procedures.
- Assists the Supervisor in the administration of the District-wide custodial program and provides information related to assigned activities.
- Collaborates with the Irvine Child Care Program (ICCP) custodians and oversees weekend ICCP custodial crews as assigned.
- Performs periodic checks of weekend events at stadium and aquatics facilities per established procedures.
- Oversees various personnel and crews as assigned including the evening custodial crews, Community Services custodians, evening utility crews and the Team Cleaning Program; oversees aquatic technicians at pools as assigned.
- Drives a vehicle to conduct work.

QUALIFICATIONS GUIDE

Knowledge of:

- Modern cleaning methods and the preferred methods of cleaning and preserving floors, walls and fixtures.
- Cleaning materials, disinfectants, tools and equipment used in custodial work.
- Safety practices and sanitary regulations applicable to school buildings.
- Principles and practices of supervision and training.
- Proper methods of storing equipment, materials and supplies.

- Requirements of maintaining buildings in a safe, clean and orderly condition.
- Applicable laws, codes, regulations, policies and procedures.
- Appropriate safety precautions and procedures.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping and report preparation techniques.

Ability to:

- Effectively direct and instruct others in the performance of custodial functions.
- Develop District-wide custodial work schedules.
- Prepare and maintain accurate reports, files and records.
- Observe health and safety regulations.
- Plan and organize work.
- Prioritize and schedule work.
- Meet schedules and time lines.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school and five years of increasingly responsible custodial experience within a school district or a large multi-building operation, with a minimum of three years in a lead or head custodial capacity.

LICENSES AND OTHER REQUIREMENTS:

- Valid California Class C Driver's license.

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.

- Dexterity of hands and fingers to operate a variety of custodial equipment.
- Walking, standing or sitting for extended periods of time.
- Seeing to perform custodial duties.
- Regularly lift and/or move up to 50 pounds; lifting, carrying, pushing or pulling heavy objects up 100 pounds with assistance.
- Bending at the waist, kneeling or crouching.
- Reaching overhead, above the shoulders and horizontally.
- Climbing ladders and working from heights.

WORK ENVIRONMENT:

Indoor and outdoor 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. Subject to fumes, dust and odors. Seasonal heat and cold or adverse weather conditions. The noise level in the work environment is usually moderate. Hazards include:

- Exposure to cleaning agents and chemicals.
- Working around and with machinery having moving parts.
- Working on ladders.