



TECHNICIAN-LEAD CUSTODIAN

DEFINITION:

Under the supervision of the Custodial Operations Supervisor, leads and participates in routine custodial activities in support of District custodial operations; maintains buildings and adjacent grounds areas in a clean, orderly and secure condition; trains and provides work direction to assigned personnel.

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

- Plans, organizes and schedules custodial services in support of District custodial operations and related maintenance and grounds management programs; performs and leads work of maintenance staff in completing custodial tasks.
- Trains and provides work direction to assigned staff; assists in formulation and presentation of custodial training programs.
- Assists in the recruitment, selection, training and supervision of custodial personnel and substitute staff.
- Exercises program controls over one or more custodial service support programs such as: equipment repair, assignment, training, and supervision of substitute pool personnel; conducts site inspection and quality control.
- Delivers operational training; ensures compliance with employee safety; oversees the maintenance of equipment and furnishings.
- Leads and participates in routine custodial activities; sweeps, scrubs, mops, strips, waxes and polishes floors; vacuums rugs and carpets in classrooms, offices, workshops and other work areas; spot cleans and shampoos carpets.
- Assists in establishing and maintaining quality control and performance measurement programs.
- Maintains records; prepares reports; compiles product supply lists and inventories.
- Assists in special event support, scheduling of substitute custodians, and movement of furniture, furnishings and supplies.
- Assists in site inspections to ensure compliance of 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.
- Drives a vehicle to conduct work as assigned.
- Operates custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines and other equipment as assigned.
- Participates in and directs or coordinates the efforts of assigned personnel in a variety of custodial support related activities throughout the District.
- Insect and pest control.

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.
- Principles of training and providing work direction.
- Proper methods of storing equipment, materials and supplies.
- Requirements of maintaining buildings in a safe, clean and orderly condition.
- General safety procedures to include safe working practices and chemical handling procedures.
- Appropriate safety precautions and procedures.
- Proper lifting techniques.

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 and effective working relationships with others.
- Lead and participate in a variety of cleaning and custodial maintenance activities in support of District custodial operations and related programs.
- Maintain buildings and adjacent grounds areas in a clean, orderly and secure condition.
- Use cleaning materials and equipment in a safe and efficient manner.
- Operate a variety of custodial equipment.
- Maintain tools and equipment in clean working order.
- Move and arrange furniture and equipment.
- Observe and report safety hazards and need for maintenance and repair.
- Understand and follow oral and written directions.
- Observe health and safety regulations.
- Meet schedules and time lines.

EDUCATION/EXPERIENCE:

Any combination equivalent to: sufficient training to demonstrate the knowledge and abilities listed above and three years' custodial experience with at least two years in a supervisory or leadership role.

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 or standing 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 to replace light bulbs.

WORK ENVIRONMENT:

Indoor/Outdoor 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. The noise level in the work environment is usually moderate. The noise level in the work environment is usually moderate. Hazards include:

- Subject to fumes, dust and odors.
- Exposure to cleaning agents and chemicals.
- Working on ladders.
- Seasonal heat and cold or adverse weather conditions.

Previously Revised: 06/2017