



## 1313 LEAD CUSTODIAN

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### **Distinguishing Characteristics**

1. Positions in this classification are delineated from the Custodial/Maintenance Coordinator classifications in that incumbents lead a relatively large group of workers in the cleaning, security, and safety of a District owned building. Employees are engaged in planning and coordinating work schedules of the crew supervised, training and developing other workers, and inspecting work of others.
2. Positions in this classification are further delineated from the Custodial/Maintenance Coordinator classifications in that incumbents and work crews do not perform building maintenance activities.

### **Supervisory Relationships**

1. Provide technical supervision to a sizeable work crew engaged in custodial work at a building. Perform general custodial and other work as required.
2. Reports to a Building Administrator.

### **Examples of Duties**

(Any one position may not include duties listed nor do the listed examples include all, tasks found in positions of this classification.)

1. Perform all work of the custodian classification.
2. Oversee the work of other custodians and inspect cleanliness, safety, sanitation and security.
3. Train employees in the technical aspects of custodial services. Instruct others and ensure work schedules are implemented.
4. Maintain an inventory of cleaning and custodial supplies; may make purchases to a limited amount with Administrator approval.
5. Plan and implement event set ups such as graduation ceremonies, rallies, and other events requiring special physical arrangements.
6. Identify building malfunctions and report to the Maintenance Coordinator assigned to the building.
7. Maintains regular and prompt attendance.
8. Performs other related duties as assigned.

### **Required Knowledge, Skills and Abilities**

1. Knowledge of custodial techniques and practices, including knowledge of chemical and cleaning solvents used in sanitizing facilities.
2. Ability to plan work, work schedules, and communicate or otherwise instruct other employees.
3. Demonstrated leadership skills including skills and ability to train employees and communicate assignments and objectives.
4. Ability to work harmoniously with staff, students, administrators and other. Adaptability and flexibility to perform work within changing priorities and interruptions.
5. Good physical condition to perform lifting (25 - 75 pounds), floor buffing, and other manual labor tasks.
6. Some knowledge of facility layout planning for special events such as graduation ceremonies.

### **Minimum Qualifications**

Three years of custodial experience which included employee training and development. Custodial experience in a school or equivalent environment is desirable.

### **Work Environment**

Work requires lifting of trash in large containers, custodial equipment, and other materials and supplies usually weighing between 25 to 75 pounds. Work requires prolonged standing, walking and overhead work in various types of weather conditions.