



# HUNTINGTON BEACH CITY SCHOOL DISTRICT

## Custodian Lead

Established date: 7/1/2015

Revision date: 11/17/2015

### **GENERAL PURPOSE**

Under general supervision, leads and participates in the work of other employees engaged in general custodial duties related to the maintenance and cleaning of assigned District cafeterias, restrooms, classrooms, buildings and facilities; performs minor maintenance and repair to furniture, fixtures and facilities; secures schools, buildings and facilities; oversees storekeeping for assigned facilities; and performs related duties as assigned.

### **DISTINGUISHING CHARACTERISTICS**

Lead Custodian is the advanced skilled and working lead class in the Custodian class series. In addition to performing the full range of custodial duties, incumbents serve as the working lead person of the custodial crew. Assignments are typically received in general terms, and incumbents are expected to act independently within the framework of established policies, procedures and objectives.

Lead Custodian reports directly to a School Principal.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. The duties listed below are intended only as illustrations of the various types of work that may be performed.
2. 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.
3. Leads, provides work guidance and direction and participates in the work of custodial staff; participates in scheduling, assigning and monitoring work of other employees for completeness, accuracy and conformance with District standards; provides information, instruction and training on work processes, proper uses of equipment and safe work practices; provides input to the school principal on employee work performance and behaviors; assists in ensuring a fair and open work environment in accordance with the District's commitment to equal employment opportunity.
4. Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.
5. Performs all custodial duties as needed including cleaning rooms, bathrooms, halls, walkways, stairways, fixtures and equipment; sweeps, polishes, cleans, mops, dusts, waxes and disinfects as needed; cleans and sanitizes restrooms and water fountains; restocks restrooms; changes waterless urinal cartridges.
6. Makes minor repairs to furniture, metalwork and woodwork as necessary.
7. Reports vandalism and the need for maintenance and repairs; may input work requests.
8. Follows label instructions to mix and dilute cleansers, disinfectants and cleaning agents to ensure proper strength for use.
9. Operates and maintains cleaning tools and equipment.
10. Orders office supplies and cleaning materials; receives drop shipments and deliveries, checks and verifies delivered items received against packing slips and purchase orders; researches and resolves discrepancies or refers to management for further action.
11. Makes oral and written reports for work performed; completes and submits work orders and time sheets on a timely basis; attends meetings; participates in safety training.

### **MINIMUM QUALIFICATIONS**

**Knowledge of:**

1. Proper cleaning methods.
2. The operation and maintenance of a variety of hand and power janitorial tools and equipment.
3. Safe work methods and safety practices related to custodial work.
4. Proper mixing and diluting of cleansers, disinfectants and cleaning agents.
5. Packaging, shipping, receiving, quality assurance inspection, storing, delivery, inventory control and physical inventory practices, procedures, methods and techniques.
6. Correct English usage, including spelling, grammar and punctuation.
7. Recordkeeping, filing and basic purchasing procedures and expense reporting.
8. Basic practices and techniques for scheduling and coordinating the activities of other custodial staff.
9. District personnel policies and labor contract provisions; requirements and processes of the District payroll system.
10. Uses and operations of computers, standard business software and specialized database and spreadsheet applications.

**Ability to:**

1. Assign and inspect the work of custodial personnel.
2. Determine work priorities during peak workload periods, using sound judgment in the application of policies, rules, regulations and standard operating procedures.
3. Complete custodial assignments independently without immediate supervision.
4. Operate and maintain tools/equipment used in custodial work.
5. Accurately inspect incoming shipments and compare to purchase orders.
6. Perform minor maintenance repairs as assigned.
7. Prepare and maintain basic records accurately.
8. Operate a computer, standard business software and a variety of computer software programs and databases related to area of assignment.
9. Communicate effectively, both orally and in writing.
10. Understand and follow written and oral instructions.
11. Establish and maintain effective working relationships with administrators, staff, students, parents, the public and all those encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledges, skills and abilities outlined above is:

Graduation from high school or GED equivalent and three years of custodial experience that includes minor building and equipment maintenance; or an equivalent combination of training and experience. Experience in a school district is preferred.

**Licenses; Certificates; Special Requirements:**

A valid California Class C driver's license and the ability to maintain insurability under the District's vehicle insurance program.

CPR and First Aid certificate required. Renewal of this certificate will be required every two years at the expense of HBCSD.

Successful completion of a comprehensive background investigation including a review of employment history, criminal conviction record and fingerprinting is required.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands 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.

### **Physical Demands**

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to climb or balance and stoop, kneel, crouch or crawl. The employee is frequently required to lift up to 60 pounds unaided or 100 pounds with assistance. Specific vision abilities required for this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

### **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, drawings and specifications; analyze and solve problems; use basic math and mathematical reasoning; work under deadlines with interruptions; and interact with others encountered in the course of work including District managers, employees, contractors, vendors and dissatisfied/abusive individuals.

### **WORK ENVIRONMENT**

The employee works in an office and field environment where the noise level is usually moderate. The employee regularly works in outdoor weather conditions; extreme heat or cold; wet, humid conditions; on ladders/scaffolding or in high, precarious places; on uneven or slippery surfaces; near moving mechanical parts and moving equipment. The employee is occasionally exposed to fumes or airborne particles; toxic or caustic chemicals; and biological hazards. The employee is frequently exposed to loud or prolonged noise from equipment.

FLSA Designation:	Non-Exempt
EEO Category:	Service - Maintenance
Bargaining Unit:	CSEA
Probationary Period:	9 months new, 6 months existing