

ORLAND UNIFIED SCHOOL DISTRICT

CLASS TITLE: LEAD CUSTODIAN (Bargaining Unit Position)

Salary Range 13

DEFINITION: Under direction, to lead, oversee and participate in the more complex and difficult work of staff responsible for providing custodial and light maintenance services required to maintain assigned rooms, equipment, buildings and adjacent areas in a clean, orderly and secure manner.

SUPERVISION EXERCISED: Exercises technical and functional supervision over lower level staff.

REPRESENTATIVE DUTIES:

- Lead, plan and review the work of assigned staff responsible for providing custodial and light maintenance services for a school site; plan, direct and participate in the cleaning, securing and maintaining of assigned rooms, equipment, buildings and adjacent areas.
- Coordinate the use and operation of materials, tools and equipment used in custodial and light maintenance work; ensure adherence to safe work practices and procedures.
- Estimate time, materials and equipment required for jobs assigned; maintain records of supplies and equipment; requisition, receive and distribute materials, supplies and equipment as required; order parts as necessary and ensure parts ordered are received in a timely fashion.
- Assist in training assigned employees including, in the areas of work methods, techniques and operation of equipment.
- Check work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications; report progress to supervisor; provide input on employee evaluations.
- Respond to school staff inquiries in a courteous manner; provide information within the area of assignment; resolve complaints in an efficient and timely manner.
- Check buildings, grounds and playground equipment for safety and security.
- Check heating, electrical, air conditioning and water equipment; perform minor repairs and adjustments; refer more complex problems to maintenance personnel.
- Check individual gas room heaters and thermostatic controls on central heating units; perform routine preventative maintenance tasks on furnaces including, resetting controls and changing filters.
- Confer with principal and custodial supervisor regarding care and cleaning programs at the school site.
- Coordinate and participate in major cleaning of the school site during vacation periods.
- Maintain records; prepare routine and emergency maintenance work orders.
- Perform the full range of custodial and light maintenance duties involved in cleaning and maintaining assigned room, equipment, buildings and adjacent areas.
- Sweep, scrub, mop, wax and polish floors; vacuum rugs and carpets.
- Dust, wash and polish furniture and woodwork.
- Wash windows, walls, sinks and fountains.
- Clean restrooms; fill paper and soap dispensers.
- Polish metalwork.
- Clean chalkboards and trays.
- Clean, stack and store furniture and equipment; perform minor repairs to furniture and equipment.
- Perform special custodial work for faculty members or supervisors including, moving, arranging and setting up furniture and equipment for sporting and special events and meetings.
- Change light globes and tubes and diffusers.
- Turn out lights and secure area by locking doors, windows and gates.

- Empty and clean pencil sharpeners and waste receptacles.
- Perform routine groundskeeping duties including, picking up paper and other refuse and debris on grounds, sweeping walks and entrances, watering and cleaning grass around sprinkler heads and performing minor pruning.
- Perform routine maintenance duties including, repairing hinges, doors, hose connections, desks, chairs and power tools; request skilled maintenance through work orders.
- Maintain equipment used in the course of work; report any emergency, safety, health or fire hazards observed.
- Operate a variety of hand and power equipment and tools including, buffer, wet/dry vacuum cleaners, drills, sanders and other custodial equipment and tools; may operate a forklift.
- Transport goods from one location to another as assigned; unload supplies off trucks.
- Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Operations, services and activities of a custodial program.
- Principles of lead supervision and training.
- Operational characteristics of power equipment and tools used in the area of work assigned.
- Methods, techniques, materials and equipment used in cleaning and maintaining various types of building surfaces and school furniture and equipment.
- Preventative maintenance of furnaces including, resetting controls and changing filters.
- Occupational hazards and standard safety practices necessary in the area of custodial and light maintenance work.
- Principles and procedures of record keeping.
- Safe driving principles and practices.

Skill to:

- Operate a wide variety of equipment and tools required for custodial work in a safe and effective manner.
- Operate a motor vehicle safely.

Ability to:

- Plan, organize and review the work of custodial staff in the area of work assigned.
- Provide lead supervision and training to assigned staff.
- Independently perform the most difficult custodial, light maintenance and grounds maintenance work.
- Interpret, apply, explain and enforce the policies, procedures, laws, codes and regulations pertaining to assigned programs and functions.
- Perform the full range of custodial duties under minimal supervision.
- Perform light to moderate manual labor.
- Perform minor repairs on school equipment including, hinges, doors, desks, chairs and hose connections.
- Perform routine maintenance duties including, painting, plumbing and other routine maintenance tasks using hand and power tools.
- Perform preventative maintenance tasks on furnaces including, resetting controls and changing filters.
- Prepare and maintain accurate and complete records.
- Understand, follow and maintain work schedules to ensure work is completed on time.
- Work independently in the absence of supervision.
- Understand and follow oral and written instructions.

- Exercise good judgment, flexibility, creativity and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Two years of experience cleaning and maintaining building areas.

Training:

- Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate:

- Ability to obtain an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel crouch, stoop, squat, crawl, twist, climb and lift 50 lbs.; exposure to noise, outdoors, chemicals, electrical hazards and mechanical hazards; ability to travel to different sites and locations.