



CUSTODIAN, LEAD

SALARY GRADE: [C3-59](#)

DEFINITION:

Under general supervision, oversees an assigned group of custodians in performing routine and specialized cleaning tasks within pre-assigned areas. Performs special and emergency custodial assignments as needed in addition to regular custodial work.

Employees in this classification are identified as leads and are responsible to assist the appropriate administrator in overseeing the work requirements of a group of custodians, and to clean assigned areas. Leads receive direction from the appropriate administrator and assist in developing daily work schedules, training custodians, providing needed supplies, solving unusual or difficult problems, and cleaning assigned areas. Employees in this classification may be assigned to work independently on specific assignments.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Depending upon assignment, duties may include, but are not limited to, the following:

General Responsibilities

1. Uses safety equipment, supplies, and procedures to perform job duties as required; reports fire, sanitary and safety hazards and the need for repairs to appropriate administrator.
2. Responds to immediate safety and/or operational concerns (e.g. facility damage, alarms, graffiti, etc.) for the purpose of taking appropriate action to resolve immediate safety issues and to maintain a functional educational environment; provides reports on activities as requested by appropriate administrator.
3. Stores and shelves equipment and other supplies in conformance with various local, state, federal, and district rules and regulations; maintains equipment in a safe operating condition; maintains preventive maintenance procedures, records, and reports.
4. Directs visitors and safeguards district property; adheres to all state and federal laws and regulations regarding safety and health.
5. Attends and participates in District and/or College provided training or information sessions; incorporates new information or technology into existing job duties.
6. Shall carry a communication device, if assigned one, and be available for general custodial duties.
7. Uses a computer for entry and retrieval of information for work assignments.
8. Communicates effectively orally, in writing, and electronically.
9. Operates equipment such as District vehicles, electric carts, electric power lifts, cardboard baler, forklift, etc.; will use ladders.
10. Transports various items (e.g. tools, equipment and supplies) for the purpose of ensuring the availability of materials required at job site.
11. Performs other related duties as assigned.

Job Responsibilities

In addition to performing work of a Custodian I/II, the position will be responsible for the following duties which will account for up to 30% of the total assignment:

1. Coordinates the day-to-day work of a group of custodians; ensures that work is completed in a timely manner and in accordance with instructions.
2. Responds to requests for emergency custodial needs and furniture or equipment setups and coordinates special work as required.
3. Responsible for ensuring that all major cleaning, daily detailed cleaning, and projects are completed on schedule in area of responsibility; inspects and reviews the work of assigned group.
4. Ensures that all cleaning areas are serviced and cleaned when scheduled and unscheduled staff shortages occur.

5. Ensures that custodians start the workday with supplies, equipment, and tools necessary to accomplish job tasks.
6. Assists in training custodians in proper cleaning methods and procedures.
7. Moves and rearranges chairs, tables, desks, and other furniture and equipment for special events and facility set-ups, according to specifications; sees that rooms are restored to normal conditions afterwards.
8. Inspects campus facilities for the purpose of ensuring that the site is suitable for safe operations, maintained in an attractive and clean condition, and/or identifying necessary repairs due to vandalism, equipment breakage, weather, conditions, etc.

EMPLOYMENT STANDARDS

Knowledge of:

1. Methods, materials, chemicals, disinfectants, safety practices and equipment used in custodial work.
2. Safety factors in the operation of equipment and materials.

Ability to:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Plan, organize, coordinate and oversee the work of custodial staff.
3. Train assigned staff on appropriate cleaning techniques.
4. Operate and maintain a variety of custodial equipment.
5. Understand and carry out oral and written instructions.
6. Observe safety requirements and safe work practices and methods as required.
7. Perform routine work involving moderate to heavy physical labor.
8. Establish and maintain cooperative work relationships.

Education

Equivalent to the completion of the twelfth grade.

Experience

Three years of experience in custodial or janitorial work with evidence of increasing responsibility over the work of others.

License or Certification

Possession of a valid class C California driver's license.

WORKING CONDITIONS:

Environment:

1. Indoor, office environment and outdoor environment, with climate changes.
2. Hazardous conditions.
3. Exposure to pollen, dust particles, chemicals and fumes.
4. Includes travel to conduct work.

Physical Abilities:

1. Hearing and speaking to exchange information.
2. Dexterity of hands to perform the tasks required of the position.
3. Sight in order to be aware of hazards and dangers found in the nature of the work.
4. Regularly stand, walk, and sit for extended periods of time.
5. Ability to climb, stoop, kneel, reach, push, pull, grasp, and perform repetitive motions.
6. Climb ladders of varying heights.
7. Ability to maneuver in crawl spaces, attics, and utility tunnels.
8. Lift moderate to heavy objects up to 60 lbs.