Position: Lead Custodian

Department/Site: Maintenance

FLSA: Non-Exempt – (Classified L-39)

Reports to: Custodial Supervisor

Salary Range: 16

DEFINITION

Under limited supervision, perform routine custodial tasks to keep assigned buildings, classrooms, laboratories, hallways, lavatories, and office spaces clean and orderly; including floors, chalkboards, white boards, furniture, walls, and equipment; to serve as crew leader on assigned custodial projects, assist with scheduling and coordinating custodial personnel, and to take over this responsibility when supervisor is absent; and to perform related work as required.

CLASS CHARACTERISTICS

Positions in this class assist with scheduling, coordinating, and training new employees, act as crew leader on assigned projects, and take on leadership role on the custodial team, especially during times when the supervisor is absent. In addition to lead duties, positions in this class also perform all of the routine custodial duties, which are highly structured, which seldom vary, and which are performed in accordance with established instructions. Incumbents are expected to know how to perform all custodial tasks and to provide thorough instructions to new employees or when new tasks are initially assigned to more experienced employees.

EXAMPLES OF DUTIES

Lead duties include: Trains and provides work direction to new staff; assists in scheduling and coordinating custodial personnel, and takes over this responsibility when the Custodial Supervisor is absent; assists in planning and scheduling special projects and events, and takes over this responsibility when the Custodial Supervisor is absent; serves as crew leader on assigned custodial projects; assists in testing new products and equipment and in recommending for use; assists in training custodians in the care and use of custodial equipment; performs routine maintenance and minor repair to custodial equipment; adjusts and coordinates schedules as necessary to cover work areas of absent custodial staff; coordinates workflow and station assignments at the request of supervisor; and checks on quality and effectiveness of custodial service.
Custodial duties include: Sweeps, scrubs, mops, and waxes and otherwise cleans and preserves floors; vacuums, spot cleans, and shampoos rugs and carpets in classrooms, offices, workshops, laboratories, and other work areas; dusts, cleans, and polishes furniture and woodwork; empties and cleans waste receptacles and pencil sharpeners; cleans and restocks restrooms; washes windows, chalkboards, white boards, and walls; polishes metal work; takes routine care of custodial equipment and materials; moves and arranges furniture and equipment; sets up theater, cafeteria, and classrooms for special events and meetings; makes minor non-technical repairs to building and fixtures; replaces lights; cleans and adjusts shades and blinds; adjusts desks and other furniture; turns lights on and off; unlocks and locks doors and gates; picks up paper and debris; picks up trash containers and empties into large bins; may assist others in making repairs; cleans and seals bleachers; cleans vandalized walls and surfaces as necessary; and performs related work as required.

QUALIFICATIONS

KNOWLEDGE OF:

- Basic methods, materials, and equipment used in custodial work; Good work habits;
- Appropriate safety precautions and procedures;
- Basic tools used in the routine maintenance of campus buildings and facilities.

ABILITY TO:

- Learn schedules, procedures, and the use of tools and equipment used in custodial work; Work without immediate supervision;
- Learn to use cleaning materials, disinfectants, and equipment used in custodial work; Understand and carry out oral and written instructions;
- Establish and maintain effective working relationships with those contacted in the course of work.

TRAINING AND EXPERIENCE

Any combination of training, education, and experience which demonstrates possession of the knowledge and abilities stated above and the ability to perform the duties of the position. A typical qualifying entrance background is entry-level experience performing routine janitorial, custodial, or cleaning work demanding heavy physical stamina and promptness.

PHYSICAL DEMANDS AND WORKING CONDITIONS

LIGHT WORK:

Positions in this class perform work which involves the frequent lifting, pushing, and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.

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MOBILITY:
Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects;
Some positions in this class require the mobility to stand, stoop, reach, and bend.

OTHER CONDITIONS:
Most incumbents in this class are required to work evening shifts.