

CUSTODIAL CREW LEADER

DEFINITION:

Under general direction, to personally perform and regularly assign, direct and lead a crew of several Custodian 1's in the performance of routine cleaning work and/or periodic major cleaning work at a school site and/or District facility; to respond to custodial emergencies in the absence of the District Custodial Supervisor, as needed; and to perform other job related duties as required.

DISTINGUISHING CHARACTERISTICS:

Positions in this class are distinguished from Custodian 2 by their assignment to regularly assign, direct, and lead a crew of several Custodian 1's and are further distinguished by that fact that their responsibilities are routinely carried out in the absence of a site administrator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Depending on the assignment, duties may include but are not limited to the following.

Confers with administrators or supervisors regarding planning and prioritizing care and cleaning programs at a school facility.

Prepares work schedules, assigns, directs, and leads a crew of Custodian 1's to insure that work is performed in accordance with instructions;

May authorize overtime and Custodian 1 shift changes, as needed, to meet the needs of special events and/or emergencies.

Oversees and performs general cleaning and maintenance of school plant buildings and grounds, including but not limited to; sweeps, scrubs, mops, waxes, and polishes various types of floors; vacuums rugs and carpets; sweeps walks, entrances and play areas, picks up debris; empties and cleans waste containers; cleans and disinfects restrooms; cleans and dusts chalkboards, walls, furniture, woodwork, and other equipment; cleans windows, door glass and drinking fountains, cleans and polishes metal work.

Conducts frequent routine inspections of the school plant, including ventilating systems, to ensure that standards of safety are met and reports necessary repair work, safety, sanitary and fire hazards to the maintenance department or other appropriate staff.

Makes minor adjustments and repairs to a variety of school plant fixtures and equipment; replaces light bulbs and fluorescent tubes; maintains equipment used in course of work.

Requests custodial supplies and equipment as needed; maintains various classroom and restroom supplies; receives, maintains related inventory, and delivers stock and other items to specified rooms.

Opens or closes windows and moves classroom furniture and equipment at the request of faculty members.

Maintains security of buildings, locking and unlocking doors and windows.

Maintains drainage of roof by clearing debris; retrieves balls and other objects from roof.

Assembles, dismantles, opens and closes cafeteria facilities, multi-purpose room, classrooms and other facilities in preparation for meals, community activities, sports events or other special event purposes.

May clean kitchens and sports equipment such as wrestling mats.

Drives District vehicle between school sites, as needed, and to haul trash to large garbage containers for disposal.

In emergencies removes obscene words or drawings on buildings or property by scrubbing, scraping or painting.

May use heavy duty carpet cleaning equipment in periodic cleaning of carpets.

Measures and mixes chemicals used in course of work according to directions.

Removes or arranges for removal of stray animals from premises.

Meets with custodial and related supply vendors/sales persons and may order supplies, as needed.

QUALIFICATIONS:

Knowledge of:

Safe work practices including OSHA regulations, as they relate to the position;

Modern cleaning methods and the use and care of cleaning materials and equipment;

The safe operation of the tools and equipment used in custodial and building maintenance work;

The practices and procedures for maintaining school buildings and grounds in a safe, clean, and orderly condition.

Ability to:

- Provide leadership, direction, and instruction to other custodial personnel as required;
- Safely use cleaning materials and equipment with skill and efficiency;
- Perform heavy physical labor including but not limited to the ability to lift up to 50 lbs.;
- Keep records and prepare routine reports;
- Read and write English at a level sufficient to successfully perform the duties associated with the position;
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Education: Equivalent to completion of high school. Additional qualifying experience may be substituted for the required education on a year for year basis up to a maximum of four years.

Experience: Three years of custodial and general building maintenance experience, including one year performing in a lead capacity.

LICENSES AND CERTIFICATES:

Possession of a valid California driver's license with no restrictions which would preclude driving on the job is a continuous requirement.

OTHER CONDITIONS OF EMPLOYMENT:

In accordance with California law and the Education Code, position incumbents must maintain a conviction free Dept. of Justice background record which is relevant to the position.

Salary Range: 66

N: 03/69 R: 03/80, R: 11/85, R: 11/91, R: 10/98