

RED BLUFF JOINT UNION HIGH SCHOOL DISTRICT

JOB DESCRIPTION

JOB TITLE: LEAD CUSTODIAN

DEPARTMENT: MAINTENANCE & OPERATIONS

REPORTS TO: DIRECTOR OF MAINTENANCE & OPERATIONS

DEFINITION:

Under general supervision, to organize and coordinate the operation of the school custodians; to perform skilled functions in maintaining school buildings, grounds, equipment and facilities; and to do other related work as required. This position is beyond that of a regular custodian. Regular custodian duties apply.

EXAMPLES OF DUTIES:

Essential duties and responsibilities include the following:

- Leads and participates in the organization and coordination of the custodian night crew
- Leads in the coordination of setting up for athletic or special events and meetings
- May assist with planning and preparing employee work schedules
- Maintains simple inventory and storeroom records
- Requisitions cleaning essentials
- Assists in the orientation and in-service training of custodial staff
- Maintains the facility and equipment in a clean, safe and sanitary condition
- Provides technical input into the performance appraisal of custodians
- Sweeps, mops, waxes and scrubs floors;
- Dusts, waxes, washes, and polishes furniture and woodwork;
- Empties and cleans waste receptacles;
- Washes windows and walls;
- Cleans restrooms;
- Sweeps sidewalks and areas around building;
- Moves and arranges furniture and equipment;
- Cleans fountains; polishes metal work;
- Replaces light bulbs and replenishes supplies;
- Checks lights and locks on doors and windows;
- Makes minor repairs and reports the need for other repairs;
- Takes care of equipment and materials used in custodial work;
- Operates power cleaning equipment;
- Moves, arranges, and sets up furniture and equipment for athletic or special events and meetings;
- May paint or do other miscellaneous maintenance work as directed;
- Picks up rubbish and paper and does general grounds cleaning;
- Does other general utility work such as loading and unloading trucks, setting up bleachers, grading and preparing athletic fields; cleans drains;

- Conducts and maintains record of monthly fire extinguishers.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform the essential duties satisfactorily. The requirements listed below are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

KNOWLEDGE OF:

- Equipment, tools, terms, and methods used in building and grounds maintenance.
- Principles methods, materials used in the process of cleaning;
- Sanitation and safety practices and procedures;
- Methods and procedures for requisitioning, receiving and storing of custodial supplies;
- Personnel motivation methods and techniques.

ABILITY TO:

- Organize and coordinate the operation of the custodial services
- Effectively organize, schedule and lead custodial personnel;
- Understand and carry out oral and written directions;
- Establish and maintain cooperative working relationships.
- Perform heavy manual labor.
- Properly use tools and power equipment for custodial and building and grounds maintenance work.
- Follow oral and written instructions.
- Establish and maintain effective working relationships with students, teachers, public and other District employees.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Persons performing services in this position classification will exert 50 to 75 pounds of force frequently to lift, carry, push, pull, or otherwise move objects and will occasionally lift up to 90 pounds.
- This type of work may involve ascending and descending ladders, stairs, scaffolding, and ramps, and will involve walking or standing for extended periods.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, manual dexterity to operate equipment and use hand tools, and handle work with various materials and objects are important aspects of this job.

ENVIRONMENT:

- Work environment – indoors and outdoors
- Temperature – normal climate, occasional adverse weather conditions
- Chemical exposure – occasional: pesticides, gasoline, oil, solvents
- Noise/vibrations – frequent: blower

- Fumes/gases/odors – occasional: gasoline, oil, solvents
- Dust – frequent: blower
- Work surfaces – grass, asphalt, concrete and rough terrain

EXPERIENCE AND EDUCATION:

Any combination equivalent to training and experience that would likely 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 in service and facility maintenance in a commercial, institutional or school setting.

EDUCATION

- Equivalent to completion of high school

LICENSE REQUIREMENT

- Possession of a valid California Operators License