



## Lead Custodian

Classified Range: 35

Board Approved: 02/08/24

P. 1|5

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

### **SUMMARY DESCRIPTION**

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Performs the more difficult and responsible types of work in addition to routine custodial duties at assigned site; provides oversight and coordinates assignments for assigned staff.

### **DISTINGUISHING CHARACTERISTICS**

The Lead Custodian classification is distinguished from the Custodian classification by the level of responsibility assumed and additional duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series such as inspecting safety equipment as well as the provision of lead support for assigned staff.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers. Coordinates, oversees, and provides support for the assignments of assigned staff.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Oversees and participates in the more difficult work of custodial staff; oversees and coordinates assignments for assigned custodial staff; maintains buildings and furniture in a clean, sanitary, safe, and secure condition during an assigned shift; cleans and performs minor maintenance repairs on assigned equipment.
2. Leads, plans, trains, and reviews the work of assigned custodial staff; inspects completed work; assures that work is performed in compliance with instructions, meeting quality standards.
3. Oversees the use, care, and operation of assigned equipment including carpet cleaners and floor buffers.
4. Verifies the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; ensures adherence to safe work practices and procedures.
5. Sweeps, scrubs, and mops rooms, halls, stairway, and offices; strips, sands, refinishes, waxes, or buffs floors; vacuums and shampoos rugs and carpets; operates custodial equipment including buffers, floor scrubbers, carpet extractors, and vacuum cleaners.
6. Empties, cleans, moves, and sanitizes waste receptacles and ashtrays; picks up papers and other debris; empties pencil sharpeners as necessary.
7. Dusts, cleans, and polishes furniture, woodwork, fixtures and equipment; remove cob webs; clean desks and countertops.
8. May change light bulbs and fluorescent tubes.



## Lead Custodian

Classified Range: 35

Board Approved: 02/08/24

P. 2|5

9. Cleans whiteboards, trays, and erasers; arranges classroom furniture and equipment; restocks classrooms with necessary supplies.
10. Cleans and disinfects rest rooms, floor mats, doors, drinking fountains and fixtures; restocks and may order supplies as needed; ensures specified sanitary standards are maintained; may perform minor pest control tasks in buildings.
11. Washes walls; removes markings on walls, rest room stalls, countertops, and desks; washes windows, mirrors, and blinds; cleans filters and kitchen hoods.
12. Moves furniture, equipment, or other heavy objects on request or for set-up of campus functions, meetings, and special events, utilizing pallet jacks, hand trucks, or similar equipment; makes minor repairs and adjustments to building fixtures and equipment.
13. Perform the opening and closing of campus by unlocking and locking building entry points; external restroom doors and turn-on elevators.
14. Secures internal and external entry and exit doors at the close of the workday or after evening classes, ensuring that windows and lights are locked and off in assigned area; maintain the security of assigned areas; turn the alarm system on and off.
15. Reports fire, sanitary, safety, or security hazards in buildings; reports needed maintenance or repair to the appropriate authority.
16. Check fire extinguishers for full charge and sign off tags monthly, inspect Automatic External Defibrillator devices monthly; provide reports on monthly inspections, including reports on maintenance or replacement as needed.
17. Operates campus vehicles, including forklifts, as required.
18. Serves as liaison between custodial staff and supervisor.
19. Performs other duties related to the primary job duties.

### **MINIMUM QUALIFICATIONS**

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*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

#### **CORE COMPETENCIES:**

##### **Environmental Exposure Tolerance**

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

##### **Safety Focus**

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice



## Lead Custodian

Classified Range: 35

Board Approved: 02/08/24

P. 3|5

### General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

### Professional and Technical Expertise

- Applying technical subject matter to the job \*\*
- Knows the rudimentary concepts of performing the essential technical operations

### Adaptability

- Responding positively to change and modifying behavior as the situation requires\*\*
- Accept and adjust to changes and the unfamiliar

### Innovation

- Imagining and devising new and better ways of doing things\*\*
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried\*\*

### Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions\*\*

### Informing

- Proactively obtaining and sharing information

### Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

### Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs \*\*



## Lead Custodian

Classified Range: 35

Board Approved: 02/08/24

P. 4|5

### Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work\*\*
- Applies skilled final touches on products

### Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

### Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

*\*\*Lead, Advanced or Senior Level Positions*

### Education and Experience Guidelines

#### Education/Training:

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

#### Experience:

Three (3) years of custodial experience that includes minor building and equipment maintenance.

#### License or Certificate:

Possession of a valid driver's license.

Possession of, or ability to obtain a valid forklift certification.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

*The conditions herein 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.*

**Environment:** Work is performed in both indoor and outdoor environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors and gases; work and/or walk on various types of surfaces including slippery or uneven surfaces. Incumbents may be required to work evenings, nights, and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to perform moderately strenuous manual labor; to frequently stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 30 pounds; to occasionally lift,



## **Lead Custodian**

**Classified Range: 35**

Board Approved: 02/08/24

P. 5|5

carry, push, and/or pull heavier amounts of weight with or without assistance; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read printed documents; and to operate assigned equipment.

**Hearing:** Hear in the normal audio range with or without correction.