



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

LEAD CUSTODIAN

A Classified Position
Grade CC – Salary Schedule 70

A. General Statement

The Lead Custodian performs skilled manual labor at the lead level involved in a variety of assignments related to the cleaning, general maintenance, and stewardship of community college facilities. This position assumes responsibility for custodial crews in the absence of the immediate supervisor. Under general supervision, the Lead Custodian directs the work of custodians, ensures that job performance standards are being observed, and performs heavy manual labor which includes the cleaning of college facilities, moving of equipment and furniture, locking doors and other entrances, and reporting unusual events to management and security personnel as appropriate. The position requires knowledge of the department's operating policies and procedures. Public contact is moderate to extensive, primarily involving staff and students for the purpose of exchanging information concerning cleaning needs and facility set-ups, but may include vendors and contractors regarding regular and special projects, purchases, inventory, set-ups, and other assignments. A moderate degree of independent judgment and creativity are required to plan, schedule and monitor the work of staff, complete given assignments, and resolve minor and some major problems that arise. Consequences of errors in judgment could be costly in materials and employee time; however, supervisory controls limit the risk of serious consequences. A Lead Custodian can lead a work team, be assigned individually or as part of a work team to various sites, direct the work of student assistants or temporary staff, and may supervise a crew(s) of custodians when needed.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges information with management and staff regarding job assignments, daily and long-range projects, work sites, special set-ups, supplies and equipment needs, safety procedures, assignment priorities and timelines, and other instructions and related matters
2. Exchanges information with other staff regarding specific cleaning and general maintenance needs and timelines for completion
3. Provides input to supervisory staff for employee performance evaluations
4. Attends meetings, workshops and other activities to obtain current information
5. Trains custodial and related staff
6. Assists management staff in developing training and work procedures and information

7. Uses a variety of computer software to prepare and maintain work schedules, inventory lists, maintenance schedules, and other documentation and written materials
8. Sets up, reviews and modifies staff work schedules in conjunction with management staff
9. Schedules and modifies work site locations and assignments for staff in order to most effectively deploy custodial staff crew members
10. Coordinates overtime assignments in conjunction with supervisor
11. Leads workers and participates in sweeping, dusting, scrubbing, waxing, vacuuming and polishing floor coverings, furniture, fixtures, rugs, carpets and other surfaces, waste removal, and other custodial assignments
12. Washes, scrubs and disinfects restrooms, gymnasium facilities and locker rooms
13. Cleans light fixtures, windows, door frames and other elevated areas; assists in campus evacuations, building lockdowns, flood and spill cleanups, and other emergency preparedness and response actions
14. Relamps light fixtures
15. Performs minor repair and assembly tasks involving hand tools, cleans outside areas, including sidewalks
16. Collects and disposes of trash
17. Moves furniture and equipment for special facility set-ups, according to specifications
18. Monitors, issues and repairs cleaning equipment and supplies
19. Reports supply quantity levels to supervisory staff
20. Assists in the inventory of cleaning and related supplies by monitoring quantity and reporting supply amounts as required
21. Uses safety equipment, supplies and follows safety procedures as required
22. Reports safety, fire and sanitary hazards to supervisory staff; drives a motor vehicle in the performance of assigned tasks
23. Performs other related duties as assigned

C. Requirements

1. Graduation from high school
2. Successful custodial work experience that has included demonstrated skill in the use of safety procedures, cleaning equipment, solutions and supplies, including applicable chemicals
3. Skill in the operation of common mechanical and electrical equipment related to building and facility cleaning and general maintenance
4. Demonstrated skill in following oral and written instructions
5. Demonstrated skill in training and directing the work of others
6. Attention to detail
7. Possession of a valid California Driver's license (or the ability to obtain one) and the ability to drive a motor vehicle on campus and to off-campus locations
8. Possession of a forklift certification, or successful completion of a District-scheduled forklift certification course within 6 months of assuming the position

OR

An equivalent combination of education and experience

D. Physical/Other Requirements

This classification requires work indoors and outdoors, with exposure to climate changes, chemicals, odors and fumes; bending, stooping, kneeling, climbing ladders and stairs; work on elevated platforms; pushing, pulling, moving moderate to heavy objects; visual comparison; receiving and comprehending written and oral instructions and directions; attention to detail; flexibility; adaptability; operating electrical and mechanical equipment; good memory; standing for long periods; walking; interacting with individuals and small groups; and the ability to safely drive a motor vehicle in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Knowledge of and skill in using common cleaning solutions and techniques, tools, equipment,

supplies and procedures related to cleaning and general maintenance of a variety of surfaces and facilities

2. Knowledge of proper use of safety equipment, supplies and procedures related to general cleaning, use of cleaning solutions, lifting/moving objects, bending/stooping, climbing and other routines that are common to cleaning and general maintenance
3. Skill in the safe operation and handling of tools, equipment and supplies including driving a motor vehicle
4. Skill in reading, comprehending and following oral and written instructions, including Material Safety Data Sheets
5. Skill in giving clear and concise oral and written instructions and directions
6. Skill in communicating effectively and working in teams with people who are diverse in their cultures, language groups and abilities
7. Skill in using a variety of computer software to prepare and maintain written materials and records
8. Skill in working cooperatively as part of a customer service team
9. Skill in directing, scheduling, and monitoring the work of others
10. Ability to perform moderate to heavy physical labor
11. Ability to perform routine repetitive tasks on a continuous basis.

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