



Pacifica School District Lead Custodian Position Description

TITLE: Lead Custodian

REPORTS TO: Director of Facilities,
Maintenance and Operations

CLASSIFICATION: Classified

WORK YEAR: 12 month employee

SALARY: Classified Salary Schedule Range
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Basic Function

Under general direction of the Director of Facilities, leads, plans, coordinates, and schedules the custodial maintenance of District facilities.

The incumbent is responsible for planning, coordinating, and scheduling work for all employees assigned to the swing and/or evening shift custodial maintenance operations of the District. This position requires a moderate to high degree of independent judgment in establishing work procedures, routines, and schedules, planning the use of resources, assessing and developing priorities, assessing employee skills, and delivering appropriate and effective training to custodial maintenance employees. The incumbent in this classification may perform custodial work in one or more maintenance areas and is flexible in working a day or evening shift as needed.

Essential Functions

- Speak, read, write and understand the English language sufficiently to successfully receive/provide information to/from students, the public, co-workers, administrators, etc.
- Establishes, reviews, and modifies staff work schedules in conjunction with management staff; schedules and modifies work site locations for staff if necessary in order to most effectively deploy custodial staff
- Leads custodial staff and may participate and/or provide direction in sweeping, dusting, mopping, scrubbing, waxing, vacuuming, polishing, and other cleaning of floor coverings, furniture, fixtures, rugs, carpets, and other surfaces; washes, scrubs, and disinfects restrooms, classrooms, offices, meeting and conference rooms, work rooms, and other spaces; cleans light fixtures, windows, doors and door frames, cabinets, desks, chairs, and other furniture; climbs ladders and other elevated platforms to reach elevated surfaces as needed
- Collects and disposes of trash and recyclable material; moves furniture and equipment, often for special events; stores, organizes, and is responsible for proper operation of cleaning equipment and availability of cleaning supplies for custodial staff; monitors and reports supply quantities to supervisor and assists with ordering and restocking of supplies
- Uses and is knowledgeable in the use of safety equipment, supplies, and procedures in performing job responsibilities; reports safety and other hazards to supervisory staff on a timely basis

- Trains custodial and related staff; assists management staff in developing training and work procedures and compiling and conveying information; maintains work schedules, inventory lists, maintenance schedules, and other documents and written material
- Physical strength/agility sufficient to perform a wide variety of frequent physical tasks, including moving equipment/furniture, operating equipment, lifting heavy objects, stooping, and bending
- Work to meet time schedules in performing maintenance and repairs of District facilities
- Establish and maintain interpersonal relations with staff, administrators, trustees, parents, students and the public
- Sufficient coordination/dexterity to operate modern maintenance equipment (i.e., small hand tools, large equipment, etc.)
- Sufficient skills to be licensed by the State of California to operate a motor vehicle for travel between the District Office and its other facilities
- Inspect custodial work for proper completion
- Arrange and move furniture and otherwise assist with organizing facilities for special requests
- Serve as a disaster service worker if required
- Performs other duties as required

Duties and Responsibilities

- Leads and provides direction to custodial staff in multiple locations to accomplish required tasks.
- Reviews assigned work orders and plans and organizes tasks to accomplish assigned work.
- Provides in-service training to custodial staff on proper procedures for performing tasks and in maintaining safe working conditions.
- Assists the Director of Facilities, Maintenance and Operations in the overall planning, scheduling, and utilization of department resources.
- Utilizes role models appropriate safety procedures in dealing with hazardous situations.
- Monitors supply inventory levels and notifies supervisor when reordering is necessary and works with clerical assistant to reorder.
- Assumes and executes the duties of custodian as necessary, particularly when assigned custodian is absent from work.

QUALIFICATIONS

Knowledge of:

- Building maintenance and cleaning practices
- Cleaning products, tools, equipment, supplies, and procedures related to cleaning and maintenance of a variety of surfaces and facility types
- Proper use of safety equipment, supplies, procedures, and techniques related to use, means, and methods of cleaning, moving/lifting, bending/stooping, climbing, and other activities common to cleaning and general maintenance
- Safe use, operation, and proper care and maintenance of equipment and tools used in maintenance work (i.e., motor vehicle, forklift, vacuum cleaner/sweeper)
- Safe and defensive driving principles for operating a motor vehicle
- Principles of good public and interpersonal relations
- Requirements for maintaining school buildings and grounds in a safe, clean and orderly condition
- Basic record-keeping techniques
- First Aid practices and procedures

Ability to:

- Lead, direct, and assist others to accomplish assigned tasks
- Plan and organize custodial maintenance operations
- Develop and coordinate effective training programs
- Establish and maintain effective work relationships with those contacted in the performance of required duties
- Use a personal computer or similar device to communicate with email; utilize computer software to prepare and maintain written materials and records
- Communicate effectively both verbally and in written format
- Perform heavy physical labor

Physical Requirements:

- See and read fine print; have depth perception
- Bend down to maneuver equipment
- Use hands and fingers to manipulate small and/or large objects
- Use lower body mobility to stand, walk, stoop, and bend to perform tasks such as lifting equipment from floor to other locations
- Hear normal conversation in person and/or telephone
- Reach horizontally and vertically with arms
- Lift and carry 50 pounds

EDUCATION AND EXPERIENCE:

A minimum of five (5) years of increasingly responsible experience that has included demonstrated skill in leading and directing the work of others, knowledge and use of safety procedures, cleaning equipment, products, and supplies, operation of common mechanical and electrical equipment related to cleaning and general maintenance, delivering, receiving, and understanding oral and written instructions, and attention to detail. Experience must include a minimum of three (3) years involved in the care and maintenance of buildings and facilities.

OR

A minimum of two years with Pacifica School District in the classification of Custodian I or II.

LICENSES AND CERTIFICATES

Possession of a valid and appropriate California Driver's License issued by the State Department of Motor Vehicles and possession of a current First Aid Certificate within three months of hire date.

Pacifica School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

Board Adoption: Pending Board Approval

Original:

Revised: