

**CLOVIS UNIFIED SCHOOL DISTRICT****POSITION DESCRIPTION**


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<b>Position:</b>	Lead Custodian	<b>FLSA:</b>	Non-Exempt
<b>Department/Site:</b>	Custodial Services	<b>Salary Grade:</b>	114
<b>Reports to/Evaluated by:</b>	School Plant Supervisor	<b>Salary Schedule:</b>	Classified Management

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**SUMMARY**

Leads a crew and performs a variety of work in the custodial maintenance of an intermediate or senior high school.

**NATURE AND SCOPE**

Under general supervision of a School Plant Supervisor II, III or IV independently performs journey level work in the custodial care and maintenance of assigned site. Supervisor periodically checks work and provides instruction on accomplishing work involving unusual problems. Uses some judgment and discretion to plan and organize work schedules and assign tasks to crew members during evening or swing shifts. Expected to be able to operate all custodial equipment and may have particular expertise on specific types of equipment. Work relationships extend to school staff and administration and the general public when setting up for and monitoring school activities.

**DISTINGUISHING CHARACTERISTICS**

This is a mid-level position in the Custodial career ladder requiring journey level knowledge and skills plus the ability to plan and lead. Advancement to Plant Supervisions is possible with high school diploma and sufficient experience at the Lead level (see qualifications table for Plant Supervisors).

**ESSENTIAL TYPES OF DUTIES** (Examples)

- Confers with School Plant Supervisor regarding custodial problems and needed repair for assigned facilities and building. Assists in the preparation and revision of work schedules.
- Provides lead supervision and training to assigned custodians during an evening shift. Provides appraisal of work performance to the supervisor for performance evaluations of assigned employees.
- Checks and assures security of buildings and grounds during assigned shift. Turns on alarms, locks and secures facilities at completion of assigned shift.
- Empties and cleans waste receptacles. Refills dispensers and collects from receptacles. Assists in custodial maintenance. Makes minor repairs to custodial equipment. Assists in minor repairs and adjustments to building fixtures and equipment.
- Adjusts and arranges furniture and equipment. Coordinates the setup and cleaning for special events, meeting, and other school activities.

- Inspects school plant and other facilities to assure that safety and cleanliness standard are met and work is completed according to instructions.
- Maintains records and prepares reports. Monitors energy management systems. Assists in ordering and maintaining custodial materials and supplies for assigned buildings. Changes combinations on locker locks.

## **QUALIFICATIONS**

**Knowledge and Skills:** Requires thorough knowledge of the methods, materials, tools and equipment utilized in custodial and general maintenance services. Requires a thorough knowledge of the assigned facilities and grounds, including security regulations. Must have a thorough knowledge of work hazards and safety procedures. Must be cognizant of public safety matters. Requires good verbal and written communication skills.

**Abilities:** Must be able to work independently to perform the essential responsibilities and work tasks of the position at the journey level. Must understand and follow oral and written instructions. Must be able to assign work and lead crews effectively. Needs to be able to prepare written reports and correspondence. Must interact with staff, site administrators, students and faculty in a manner that reflects positively on the department. Requires the ability to bend, twist, kneel and stoop repeatedly. Job duties require repetitive arm and shoulder motions with moderate exertion. May lift light to medium weight materials or equipment up to 50 pounds. Requires visual acuity and depth perception to operate equipment and read safety materials.

**Education and/or Experience:** Requires reading and writing ability sufficient to perform the duties of the job and to understand MSDS and other safety documents. Minimum of 2 years custodial experience in a school or related environment.

**Licenses and Certificates:** Requires a valid California Driver's License.