

LEAD CUSTODIAN

DEFINITION

Under general direction performs a variety of general cleaning and custodian work; to keep assigned areas and County Buildings in a clean and orderly condition; to perform minor building maintenance work; to assign, instruct, oversee the work, provide lead direction and training to other custodian staff; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is the lead journey level classification in the Custodian series. Incumbents in this class perform the full range of custodian duties of County buildings and other County facilities with minimal guidance and supervision. Incumbents provide lead direction and training to subordinate custodial staff and assist the Parks and Facilities Supervisor and/or Parks and Facilities Superintendent with project scheduling, task assignments, employee evaluations, ordering materials and supplies as assigned.

REPORTS TO

Parks and Facilities Supervisor and/or Parks and Facilities Superintendent.

CLASSIFICATIONS DIRECTLY SUPERVISED

Provide lead direction, training and work coordination for Custodian I, II and III.

EXAMPLES OF DUTIES

Duties may include but are not limited to the following:

Receives assignments and plans and lays out work; schedules and assigns specific duties to County custodial workers; leads and participates in the work of the crews engaged in the general maintenance and upkeep of buildings, facilities and other County property. Performs a variety of cleaning duties such as sweeping, mopping, scrubbing, stripping and waxing floors; clean and vacuum rugs and carpet; waxes and polishes furniture cabinets, and woodwork; cleans hallways, lobbies, restrooms, and offices; cleans ceilings, walls, blinds and light fixtures; empties and cleans waste receptacles; polishes metal works; cleans and disinfect restrooms; replenishes supplies; wash windows; move and arrange furniture and equipment; turns out lights and locks doors and windows; replaces light bulbs and tubes; learns to operate scrubbers, buffers, waxers, and other equipment and machinery; requisitions supplies as needed; cleans a variety of kitchen equipment and appliances; observes and reports needed repairs to buildings and equipment; maintains equipment used during the course of the work; may clean grounds, water lawns, and plants and do pruning; may perform snow removal duties as required; assist with and perform

minor building maintenance work; provide lead direction and training to other custodian staff as assigned; maintains records of work performed and prepares reports as required; ensures needed supplies, materials, and equipment are on hand; monitor and review assigned work of subordinate personnel; provide input to superiors for evaluation and/or discipline of subordinate personnel; maintain confidentiality.

TYPICAL PHYSICAL REQUIREMENTS

Frequently stand and walk for extended periods; stoop, kneel, and crouch to pick up or move objects; physical ability to lift and carry objects weighing up to 50 pounds without assistance and in excess of 50 pounds with assistance; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of vacuum cleaner, scrubbers, buffers; waxing equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office environment; exposure to controlled and hazardous substances, bio-hazardous waste, pesticides, and chemicals; limited contact with staff and the public. Incumbents are subject to working evenings, week-ends, holidays, and call-out.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Custodian supplies, equipment, and methods.
- Proper materials and methods used in cleaning work.
- Basic hand tools used in routine building maintenance.
- Safe work practices.
- Principles and techniques of supervision and training.

Ability and willingness to:

- Clean and care for an assigned area and equipment.
- Follow oral and written instructions.
- Ability to track and maintain proper inventory.
- Utilize proper techniques for handling bio-hazardous waste.
- Utilize safe use of chemicals used in custodial work.
- Read and write at the level required for successful job performance.
- Maintain records.
- Recognize and locate conditions, which require maintenance and repair work.
- Use and care for tools used.
- Work on own initiative without close supervision.
- Perform arithmetic calculations at the level necessary for satisfactory job performance.
- Establish and maintain cooperative working relationships.
- Use computers.

- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Maintains confidentiality.

Training and Experience: Any combination of training and experience, which would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities might be:

Two (2) years of prior work experience in custodial work equivalent to the Custodian III level.

Special Requirement: Possession of a driver's license valid in California.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Not all duties are necessarily performed by each incumbent. Additionally, incumbents will be required to follow instructions and to perform other job related duties as may be required.

Created 1/99

Salary Range 47