

CUSTODIAN, LEAD

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Service/Maintenance	PEU Local 1	50	07/01/2017	Classified	1 of 3

DEFINITION

To perform skilled and lead custodial work involving the care, maintenance and cleaning of rooms, office space, buildings and related facilities; to coordinate the work of custodial staff; and to assist in maintaining the safety and security of district and college facilities.

DISTINGUISHING CHARACTERISTICS

Custodian I - This is the entry-journal level classification in the Custodian series. Positions assigned to this class perform the more routine and standardized tasks. Assignments are performed within the procedural framework established by higher level employees.

Custodian II - This is the journey-level classification in the Custodian series. Positions in this classification require that the employee be able to substantially perform the full range of duties for the classification, requiring complete knowledge of custodial methods and procedures. Employees are required to use a variety of custodial equipment including vacuums, buffers, and power strippers.

Custodian, Lead - Positions in this classification act as a lead and provide direction to assigned staff in general custodial maintenance at a college site. Provides guidance and instruction on techniques, methods and procedures for accomplishing assigned tasks and solving problems.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants, substitutes or other assigned staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Coordinates the day-to-day work of a group of custodians and ensures work is completed in accordance with instructions.
- Responds to requests for emergency custodial needs and furniture or equipment setup; coordinates special work as required.
- Ensures rooms are set up for special events and meetings and restored to prior condition afterwards.
- Coordinates and performs the sweeping, mopping, waxing, buffing and polishing of floors and the dusting and polishing of furniture, woodwork, fixtures and equipment.
- Coordinates and performs the washing of windows, walkways and walls and the removal of graffiti.
- Coordinates and performs the cleaning and disinfecting of toilets, sinks, mirrors, hand plates, dispensers, fountains, glass doors and windows according to prescribed methods.
- Stocks paper in restrooms; fills soap dispensers.
- Empties trash receptacles and washes them when soiled; relines receptacles with bags as needed.



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- Inspects buildings and reports unsatisfactory or dangerous situations which cannot be immediately corrected.
- Provides reports on activities, as requested.
- Purchases custodial supplies as required.
- Trains, inspects and reviews the work of other custodial staff.
- Keeps time records and maintains employee schedules.
- Maintains and operates floor maintenance equipment.
- Cleans and makes minor repairs, including changing light bulbs and lamps.
- Disposes and removes hazardous waste material and e-waste material.
- Prepares work orders using a computer.
- Secures facilities at the end of work shift, including locking doors, windows and setting alarms.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Methods, materials and equipment used in cleaning of buildings, office space and rooms.
- Methods of cleaning and preserving floors and carpets, walls and fixtures.
- Principles and practices of supervision and training.
- Safe work practices and safe operation of vehicles and equipment.
- Personal protection equipment usage.

Skill/Ability to:

- Perform heavy physical labor, including lifting and moving items weighing up to 50 pounds.
- Oversee, train, schedule and organize work of others.
- Operate and maintain a variety of custodial power equipment.
- Perform tasks and routine supervisory duties independently in the absence of direct supervision.
- Communicate effectively, both orally and in writing.
- Ability to identify chemicals and handle them appropriately.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- Three (3) years of experience performing custodial duties in a similar work environment.



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EDUCATION/LICENSE OR CERTIFICATE

- Possession of a high school diploma/GED or the equivalent.
- Possession of, or ability to obtain, an appropriate, valid California driver's license.

Adopted: 07/01/17