

CUSTODIAN CREW LEADER

OVERALL JOB PURPOSE STATEMENT

Under the direction of a School Plant Supervisor-High School and Custodial Supervisor I, the Custodian Crew Leader performs custodial tasks and provides work direction and guidance in a lead capacity to an assigned staff of custodians.

DISTINGUISHING CHARACTERISTICS

The Custodian Crew Leader is a lead worker class responsible for providing work direction and guidance to custodians on the evening shift at a high school campus and performs the full range of cleaning functions and a variety of routine, simple maintenance duties for an assigned area during an evening shift. The class Custodian Crew Leader differs from the School Plant Supervisor, in that the School Plant Supervisor works a day shift and is responsible for organizing, coordinating and supervising the work of all custodians and related positions at an assigned school.

ESSENTIAL FUNCTIONS

- Assigns and coordinates crew tasks and workload with crew teams ensuring that the crew works efficiently and completes tasks on time. Oversees and inspects the work of an assigned staff of custodians and provides direction and guidance.
- Cleans building interiors and exteriors and campus grounds including the following tasks: sweep, scrub, strip, wax, polish floors; vacuum and shampoo carpets and rugs; dust and polish furniture, woodwork, metal work; clean boards, erasers, windows, mirrors, waste receptacles; scrub and disinfect surfaces and fixtures in rest rooms, showers and related areas; empty trash containers; and pick up trash and debris.
- Secures alarms, windows, doors, gates and specified campus areas.
- Sets up and takes down equipment and furnishings (e.g., bleachers, stages) to provide adequate arrangements for meetings, classroom activities and events.
- Replenishes classroom and rest room supplies (e.g., paper towels, soap)
- Unloads and distributes warehouse materials and other delivered items (e.g., books, equipment, supplies) and places items in designated locations.
- Keeps supervisor informed of daily activities and reports incidents of vandalism, damages, accidents, unsafe conditions, items needing repair and other issues.
- Performs minor maintenance and repairs on school equipment and furniture (e.g., change vacuum cleaner belts, bags, lights.)
- Performs job-related duties as assigned.

EDUCATION AND EXPERIENCE

A minimum of one year of custodial work experience is required. Lead experience in the custodial or a related trade is preferred. Education or training in areas related to proper custodial methods and practices or leadership techniques is also preferred.

KNOWLEDGE OF:

- Effective methods used to oversee, lead and guide others.
- Basic math, including calculations using fractions, percents, and/or ratios.

CUSTODIAN CREW LEADER

- Proper cleaning methods, materials, cleaning solutions, tools and equipment used in custodial and routine maintenance work including cleaning and preserving floors, boards, carpets, furniture, walls and fixtures.
- Proper safety practices.

ABILITY TO:

- Train and provide work direction to an assigned crew.
- Coordinate crew tasks and workload.
- Observe the work of an assigned crew and make recommendations for improvements to assist in achieving the maximum quality and efficiency of a work crew.
- Report on-going or significant work deficiencies to supervisor.
- Address incidents and/or report incidents to supervisor.
- Use e-mail to communicate with others.
- Perform basic math calculations.
- Analyze situations to define issues, draw conclusions and solve problems.
- Use proper safety procedures when using hazardous materials and in performing work, including procedures to protect against blood borne pathogens.
- Correctly operate equipment used in industrial cleaning.
- Read and explain Material Safety Data Sheets (MSDS) and custodial-related manuals or directions.
- Prepare and maintain accurate records.
- Establish and maintain effective working relationships with others.
- Communicate effectively with others.
- Work with a diversity of individuals and groups.
- Work with others in a wide variety of circumstances.
- Meet schedules and timelines.
- Plan, prioritize and organize work.
- Work independently with little direction.
- Understand and follow oral and written instructions.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the physical demands outlined below. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Physical Demands Frequency Definitions Based on an 8-Hour Day:

Never = 0%

Seldom = 1-10% (<45 minutes)

Occasionally = 11-33% (up to 3 hours)

Frequently = 34-66% (up to 6 hours)

Continuously = 67-100% (more than 6 hours)

Seldom/Occasionally	Lifting at waist height or carrying up to 50 pounds up to 10 feet (e.g., trash can, water bucket, moving chairs, moving stack of chairs and tables), squatting/crouching, climbing/balancing, kneeling, reach above
---------------------	---

CUSTODIAN CREW LEADER

	shoulder stooping/bending, twisting back, neck flexion/rotation, pushing/pulling, power/firm grasping, reach at shoulder, reach below shoulder
Occasionally	Lifting at waist height or carrying up to 10 pounds, stooping/bending, twisting back, neck flexion/rotation, pushing/pulling, power/firm grasping, reach at shoulder, reach below shoulder
Occasionally/Frequently	Fingering/fine manipulation
Frequently	Standing, handling/simple grasping
Continuously	Walking

AUDITORY OR VISUAL REQUIREMENTS

Ability to respond to safety buzzers, communicate with coworkers and staff, operate vehicles safely.
Ability to see near, distant, color, depth and peripherally.

ENVIRONMENTAL CONDITIONS

Ability to operate a motor vehicle requiring a California Class C driver's license to conduct work, work near hazardous equipment/machinery, walk on uneven ground, tolerate exposure to dust, gas, fumes, vibration, extremes in temperature and humidity, biohazard materials such as sewage, work at heights.

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

CERTIFICATES

Valid California Class C driver's license.

CONTINUING EDUCATION/TRAINING

Participation in ongoing job-related training as assigned.

CLEARANCES

California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background (fingerprint) clearance; pre-employment physical examination including tuberculosis (TB) and drug screen clearances.