

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

LEAD CUSTODIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, lead, oversee, and participate in the more complex and difficult work of staff responsible for the care, maintenance, and cleaning of assigned buildings and facilities during an assigned shift; oversee and coordinate assignments for assigned staff; and set up and remove tables, chairs, and equipment for meeting and special events.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Lead, plan, train, and review the work of staff responsible for the care, maintenance, and cleaning of assigned buildings and facilities during an assigned shift.
2. Train assigned employees in their areas of work including proper custodial methods, procedures, and techniques.
3. Supervise the use, care, and operation of assigned equipment including carpet cleaners and floor buffers.
4. Verify the work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications including state and federal laws and regulations regarding safety and health; ensure adherence to safe work practices and procedures.
5. Oversee and participate in the preparation of rooms and facilities for special events, activities, and meetings.
6. Sweep, scrub, and mop floors in rooms, halls, stairways, offices, and public areas; strip, sand, refinish, wax, or buff floors; vacuum and shampoo rugs and carpets; operate equipment including buffers and vacuum cleaners.
7. Empty, clean, and sanitize waste receptacles and ashtrays; empty and change trash bags in containers; pick up papers and other debris; empty and clean pencil sharpeners as necessary.
8. Empty recycle containers; sort recyclable materials in designated bins.
9. Dust and polish furniture, woodwork, fixtures, and equipment; remove cob webs; clean desks, countertops, and windows; clean chalkboards, whiteboards, and trays; replenish chalk; clean erasers.
10. Clean and sanitize restroom facilities and fixtures including sinks, urinals, and toilets; wash windows, mirrors, and walls; clean and sanitize showers; replenish supplies in restrooms.
11. Lock and unlock buildings and facilities as required; alarm/disarm security systems in buildings ensure buildings are locked and safeguarded against unauthorized use.
12. Report malfunctions and unusual occurrences observed.
13. Operate a variety of equipment including District vehicles, cardboard bailer, and forklift.

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14. Maintain equipment and tools used; perform minor repairs and preventative maintenance on custodial equipment; Maintain equipment in safe operating condition.
15. Respond to immediate or emergency cleaning or repair requests.
16. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Operations, services, and activities of a custodial program.
2. Principles of lead supervision and training.
3. Types and quantities of materials used in custodial work.
4. Basic repair and maintenance techniques used on custodial equipment.
5. Methods, materials, and equipment used in custodial work.
6. Safe work practices.
7. Methods and techniques of cleaning and preserving floors, furniture, walls, and fixtures.
8. Operational characteristics of cleaning equipment and materials.
9. Proper methods of storing equipment, materials, and supplies.
10. Occupational hazards and standard safety practices.

Ability to:

1. Lead, organize, and review the work of staff.
2. Independently perform the most difficult custodial functions.
3. Train staff in the safe and effective use of custodial equipment, supplies, and materials.
4. Inspect and assess custodial work performed by assigned staff.
5. Clean and care for assigned areas and equipment.
6. Operate and use a variety of custodial equipment, supplies, and materials in a safe and effective manner.
7. Perform minor maintenance repairs on assigned equipment.
8. Use and monitor the need for a variety of custodial equipment and materials.
9. Perform heavy physical labor.
10. Work independently in the absence of supervision.
11. Safeguard keys and maintain security of facilities.
12. Give, receive, understand, and follow oral and written directions.
13. Request supplies verbally or in writing.
14. Communicate clearly and concisely, both orally and in writing.
15. Establish and maintain effective working relationships with those contacted in the course of work.
16. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

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Minimum Education & Experience - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

Education/Training:

Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

Experience:

Three years custodial experience that includes minor building and equipment maintenance.

License or Certificate:

Possession of an appropriate, valid driver's license.

Possession of, or ability to obtain, Forklift Operator certification.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in both indoor and outdoor environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors and gases; work and/or walk on various types of surfaces including slippery or uneven surfaces. Incumbents may be required to work evenings, nights, and weekends.

Physical: Primary functions require sufficient physical ability and mobility to perform moderately strenuous manual labor; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; dexterity of hands and fingers to operate specialized hand and power tools and equipment; operate assigned equipment; and to verbally communicate to exchange information.

1/21/97; 6/27/06;

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Maintenance and Operations