

SENIOR CUSTODIAN

DEFINITION

Under general supervision acts as a lead worker directing custodians performing assigned cleaning and maintenance work, participating fully in the custodial work on the night shift at a high school; ensures that work is completed according to supervisor's directions; and performs related work as required.

LICENSE REQUIRED

Some positions may require possession of a valid and appropriate California driver's license.

CLASS CHARACTERISTICS

Positions in this class are assigned the evening shift at a high school plant and serve in a lead capacity over a crew of custodians working the same shift. These positions report to the School Plant Supervisor and are responsible for the overall cleaning of school buildings and adjacent areas to ensure established standards of productivity, cleanliness, sanitation, and safety are met.

EXAMPLES OF DUTIES

Assigns, lays out, directs, and participates in the custodial and limited maintenance work performed by personnel assigned to a high school plant. *E*

Confers with Assistant Principal and School Plant Supervisor regarding operations and maintenance problems of school buildings, facilities, and grounds. *E*

Trains and instructs personnel in the performance of their duties; inspects work to see that it is performed properly; assists in the periodic evaluations of custodians; supervises and directs student employees. *E*

Assures that the duties of cleaning, dusting, polishing, waxing, setting up of furniture and equipment, and performing minor maintenance are accomplished through productive effort and efficient use of personnel. *E*

Requisitions materials, supplies, and equipment. *E*

Prepares maintenance work requests and checks to see that work has been performed. *E*

Supervises and assists in moving and arranging furniture and equipment and setting up buildings and rooms for meetings or special events. *E*

Supervises and participates in the thorough cleaning and restoration of high school plant during school vacations. *E*

Inspects for vandalism damages and makes reports to proper authority. *E*

EXAMPLES OF DUTIES (cont.)

Performs the full scope of duties of the custodian class. *E*

Maintains labor and material records. *E*

Operates District vehicles. *E*

Makes minor repairs on student desks and equipment as assigned. *E*

Performs related work as required.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Basic requirements for the safe maintenance of school facilities;
2. Simple record keeping;
3. Proper methods, materials, tools, and equipment used in custodial work;
4. General principles of supervision and training;
5. Appropriate safety precautions and procedures; and
6. Basic mathematics.

Ability to:

1. Lead custodians in phases of custodial assignments;
2. Use cleaning materials, equipment, and methods according to pre-determined standards;
3. Estimate quantity and types of materials and supplies needed;
4. Instruct and train custodians in the proper performance of their duties;
5. Perform minor non-technical repairs;
6. Perform moderately heavy manual labor;
7. Maintain simple records;
8. Operate a vehicle observing legal and defensive driving practices;
9. Understand and carry out oral and written instructions;
10. Establish and maintain effective relationships with those contacted in the course of work;
and
11. Maintain work pace appropriate to given workload.

EDUCATION

Individuals possessing the knowledge, skills, and abilities listed above are considered to possess the necessary education.

EXPERIENCE

Previous experience performing general custodial work involving moderately heavy labor.

WORKING CONDITIONS

Environment:

Indoor environment; subject to regular exposure to fumes, dust and odors; working during evening hours; and driving a vehicle to conduct work.

Physical Activities:

Walking and standing for extended periods of time; bending at the waist; pushing and pulling cleaning equipment; lifting, carrying, pushing, pulling, and moving furniture and objects weighing up to 100 pounds; climbing ladders; and reaching overhead and horizontally to replace light bulbs.

Hazards:

Exposure to dust and cleaning chemicals.

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