

YOLO COUNTY OFFICE OF EDUCATION

CLASS TITLE: LEAD CUSTODIAN

BASIC FUNCTION:

Under the general direction of an assigned supervisor, perform a variety of duties involved in the care and cleaning of assigned buildings and facilities. Schedule, coordinate and provide direction for the activities of subordinate custodial staff.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

With input from the Director of Support Operations Services, prioritize and coordinate custodial activities at County Office sites, scheduling the work of subordinate custodians, substitutes, or extra duty staff as appropriate.

Recommend custodial and/or light maintenance projects for incorporation into staff workload.

Recommend, procure, and train custodial staff on new equipment and safe, gentle, and effective cleaning procedures.

Recommend professional development and/or training for staff to increase staff expertise and ability to carry out custodial activities.

Provide input for custodial staff performance reviews and evaluations.

Periodically inspect sites to ensure effective custodial task performance, recommending changes or improvements and notifying the Director, Support Operations Services of any problem areas.

Assist maintenance staff in preventative, routine, and deferred maintenance projects as assigned by the Director, Support Operations Services.

Prepare reports, equipment and product cost estimates, staff and site schedules, and other documentation for review by management, as required.

Place orders for custodial supply and product inventory to ensure available stock at various County Office sites. Recommend custodial and maintenance equipment specifications and models for procurement pending Director approval.

Perform routine custodial duties necessary to keep assigned buildings and facilities clean and in a desirable condition.

Clean and sanitize restroom facilities and fixtures including mirrors, sinks, urinals, toilets, and partitions; replenish supplies in restrooms including filling soap and towel dispensers.

Unlock and lock doors; turn off alarms; turn on lights and outside code pads; issue alarm codes to employees and provide training on alarm use.

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Set up and tear down conference rooms for meetings; set up multi-media equipment in conference rooms including flip charts, and other equipment as required; coordinate with inside and outside organizations on set up requirements; provide set ups for outside organizations at remote locations as appropriate; organize rental of equipment for outside organizations and demonstrate proper operation of equipment.

Sweep, vacuum, mop, wax, strip, and polish floors; vacuum and shampoo carpets.

Dust and polish furniture, woodwork, fixtures, and equipment.

Wash windows, mirrors, and walls.

Clean desks and counter tops.

Empty, clean, and sanitize waste receptacles.

Clean light fixtures; replace lights, bulbs, and fluorescent tubes as necessary.

Identify and report building maintenance needs in assigned buildings and facilities.

Perform work in adherence to safe work practices and procedures and in compliance with applicable standards.

OTHER DUTIES:

May be required to record incoming parcels and common carrier merchandise; distribute packages or freight to proper department and obtain signature of delivery; assist in logging of packages to be shipped out.

May be required to prepare necessary information for fixed asset forms; distribute to appropriate department; attach fixed asset stickers on furniture, equipment and other related items; assemble chairs, book cases, furniture and other County Office inventory according to established procedures and deliver to appropriate department.

Assist maintenance staff in maintaining grounds at various County Office sites as assigned.

Attend and participate in staff meetings and in-services activities.

Perform minor building maintenance duties.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods, techniques, materials, tools and equipment used in modern grounds keeping, maintenance, and custodial work.

Proper methods of storing equipment, materials and supplies.

Requirements for maintaining buildings in a safe, clean and orderly condition.

Appropriate safety precautions and procedures.
Proper lifting techniques.

ABILITY TO:

Perform mathematical calculations.
Establish and maintain cooperative and effective working relationships with others.
Subjectively monitor staff performance.
Effectively communicate directives, practices, ideas and concepts with peers, subordinates, and management staff.
Perform routine custodial activities at an assigned facility.
Use cleaning materials and equipment in a safe and efficient manner.
Operate a variety of custodial and grounds equipment.
Observe and report safety hazards and need for maintenance and repair.
Perform routine maintenance activities and repairs.
Understand and carry out oral and written directions.
Observe health and safety regulations.
Meet schedules and time lines.
Clean and care for assigned areas and equipment.
Work independently in the absence of supervision.
Work evenings and weekends as required.
Organize personnel effectively and efficiently to successfully meet daily objectives.

EDUCATION AND EXPERIENCE:

Any combination of education and experience that would demonstrate sufficient training, knowledge, and experience to carry out the responsibilities listed above. Must demonstrate an aptitude to effectively communicate, as well as organize and schedule the work of a team.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor & outdoor working environments.
Regular exposure to noise, fumes, dust and odors.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment.
Walking or standing for extended periods of time.
Lifting and moving equipment weighing up to 50 pounds.

HAZARDS:

Exposure to cleaning agents and chemicals.
Use of sharp tools and/or powerful equipment.
Exposure to seasonal high temperatures and/or ultra-violet rays.