Under general supervision, to provide lead direction to a group of custodians at a school site; to perform the duties of a Custodian; and to perform related work as assigned.

This is a lead level of classification with responsibility for overseeing a group of custodians on swing shift, and performing all of the duties of a custodian. This classification is distinguished from the next higher level of Plant Manager, which is a full supervisory classification.

Assigns work to custodians and relays special instructions from supervisory personnel, such as setting up furniture for special events; coordinates adjusting of routes for sick leave coverage; assists the supervisor in planning and adjusting custodial routes;

Oversees and coordinates work;

Checks completed work of custodians and directs corrections;

Provides training and instruction to custodians on work procedures, use of machinery, mixing and use of cleaning solutions, and special aspects of assigned routes;

Monitors and enforces safe working practices; explains safe lifting techniques, and use of protective gear;

Provides input to supervisory personnel on employee work habits and effectiveness;

Identifies and executes appropriate courses of action in response to non-routine events; contacts supervisory personnel in the event of emergencies;
• Observes conditions of facilities and notifies supervisory personnel of needed repairs or maintenance;
• Maintains records related to work performed by the crew;
• Performs limited maintenance and repair such as unclogging toilets, replacing lights, replacing dispensers, changing air filters, and related unskilled repairs;
• Orders standard custodial supplies;
• Performs all of the duties of a Custodian, with responsibility for an assigned route(s).

QUALIFICATIONS

Knowledge of:
• General custodial practices and procedures.
• Proper use of janitorial equipment.
• Cleaning compounds and supplies.
• Special equipment used for floor maintenance.
• Safe working practices and precautions for working with cleaning compounds and cleaning up bodily fluid spills.

Skill in:
• Providing instructions; directing, monitoring and reviewing work; and training employees.
• Maintaining basic records.
• Using cleaning products and chemicals for floor care and maintenance.
• Properly stripping, waxing and buffing floor surfaces.
• Reading and understanding labels on custodial supplies and chemicals.
• Selecting and using appropriate tools and equipment for various custodial duties.
• Applying cleaners and disinfectants appropriately.
• Using gloves and other protective equipment for personal safety.
• Working independently, and following oral and written instructions.

A typical way of gaining the knowledge and skills outlined above is:

Equivalent to completion of sufficient formal and/or informal education to ensure successful job performance, and one year of experience in custodial work.

PHYSICAL REQUIREMENTS

The physical abilities required of this classification may include the following:

• Working in exposure to cleaning solutions, disinfectants, chemicals, bacteria, and bodily
fluids;
- Lifting, pushing and pulling equipment weighing up to 75 pounds (floor buffer);
- Manual dexterity to operate cleaning equipment and manipulate objects;
- Walking, standing, stooping, kneeling, reaching and climbing stairs;
- Working on ladders to clean windows;
- Speech and hearing sufficient to give and receive instructions and information;
- Working swing shift.