

## **Escondido Union High School District Job Description**

**Job Title:** Custodian Lead I  
**Employee Unit:** Classified Bargaining Unit  
**Job Family:** Maintenance & Operations  
**FLSA Status:** Nonexempt  
**Salary Level:** 27  
**Approved By:** Board of Education  
**Approved Date:** 10/13/15

### **NATURE OF WORK**

Coordinates the activities of site custodial and groundskeeping programs to ensure clean, orderly, and attractive conditions of establishment by performing the following duties personally or through custodial and/or groundskeeping crew.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

Establishes standards and procedures for work of custodial staff.

Plans work schedules to ensure adequate service.

Opens gates, restrooms, classrooms; alarms and disarms security system.

Inspects and evaluates physical condition of school, advising administrators of potential problems, maintenance needs and/or safety issues.

Submits to management recommendations for painting, repairs, furnishings, relocation of equipment, and reallocation of space, working closely with Maintenance and Operations Department for major maintenance.

Meets with Director of Maintenance & Operations to prioritize site needs and coordinate with district personnel schedules.

Monitors site custodial budget and inventories supplies and equipment and prepares requisitions to assure adequate supplies are on site.

Investigates new and improved cleaning instruments and methods.

Removes graffiti from school buildings.

Responds to teacher complaints regarding cleanliness or appropriateness of room maintenance.

Responds to requests for emergency custodial services during the school day, such as cleaning up vomit, blood, urine, feces and other body fluids.

Performs minor maintenance such as unclogging drains, replacing light bulbs, changing ballasts, assisting with unusual amounts of trash disposal, hanging signs, plaques or other items, unlocking lockers, etc.

Assembles and repairs furniture.

Accepts and distributes delivery of supplies and equipment.

Performs other duties as assigned.

### **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities. Provides leadership to custodians and groundskeepers in accordance with the organization's policies and applicable laws. Responsibilities include training employees; planning, assigning, and overseeing work; addressing complaints and resolving problems.

### **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **EDUCATION and/or EXPERIENCE**

High school diploma or general education degree (GED); five years of experience, some of which would be in building/grounds maintenance, some commercial custodial experience, preferably in a school. Some training or experience in supervision or management of people preferred.

### **KNOWLEDGE OF:**

Modern cleaning methods, materials, equipment, heating, ventilating, and lighting systems; maintenance principles and sanitation methods. Knowledge of computers with the ability to learn and adapt to specialized software.

### **ABILITY TO:**

Read and understand documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; effectively present information and respond to requests from other employees, administrators, outside contractors and vendors; perform multi-responsibilities with numerous interruptions; apply common sense understanding to carry out instructions furnished in written, oral, diagram or schedule form; deal with problems involving several concrete variables in standardized situations.

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute ratio and percent.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

California Driver's License

Current 1<sup>st</sup> Aid/CPR/AED/ Certification

### **PHYSICAL DEMANDS**

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to walk; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and smell. The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to toxic or caustic chemicals and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; and risk of electrical shock. The noise level in the work environment is usually moderate.

### **COMMENTS**

The Custodian Lead I serves as a combination custodian and minor maintenance worker at a school site, and also as the liaison between the faculty, staff and administration of the school site with the night custodial crew. This individual must demonstrate a professionalism, which represents the school in a positive light to students, visitors, staff, outside agencies and the general public.