

LEAD CUSTODIAN

JOB SUMMARY

Under general supervision, supervises a crew and participates in providing building custodial services for a school plant on an assigned shift, usually a night shift; performs related work as required.

DISTINGUISHING CHARACTERISTICS

Incumbents in this class are mainly responsible for carrying out plans and directions issued by a plant supervisor who is not on the same shift. Incumbents, therefore, must provide school-wide custodial services including emergency or special services required that are not of a routine nature such as answering emergency requests for heating, lighting, special equipment, use access to rooms and providing building and equipment security.

ESSENTIAL DUTIES

- Supervises and participates in sweeping, mopping, and waxing floors.
- Dusting and polishing furniture.
- Washing windows and walls.
- Performing minor painting activities to cover graffiti and badly soiled areas.
- Disposing of rubbish and cleaning grounds areas.
- Cleans toilets, showers, basins, and mirrors.
- Waters lawns.
- Picks up litter and sweeps sidewalks and blacktop areas.
- Checks the operation of heating, air conditioning, and ventilating equipment.
- Does minor building maintenance work and reports need for major repairs.
- Stops plumbing leaks and frees drains.
- Assists in school activities by setting up rooms and equipment for meetings and special activities.
- Assists in training new custodians.
- Locks doors and windows and inspects school plant for proper maintenance, health and safety conditions.

EMPLOYMENT STANDARDS

Education and Experience: High school graduation or equivalent and two years of experience in school custodial work. Lead or supervisory experience is desirable.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Methods, materials and equipment used in school custodial work.

Ability to:

- Perform simple building maintenance and repair work.
- Follow oral and written instruction.
- Keep simple records.
- Operate heating and ventilation equipment.
- Supervise the work of others.
- Establish and maintain effective working relationships with school staff, students, and the public.