

**San Jose · Evergreen Community College District  
Classified Job Description**

**Position:** Lead Custodian

**Department:** Custodial Services

**Location:** District Wide

**Date:** 4/15/15

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**POSITION PURPOSE**

Reporting to a Custodial Supervisor or assigned administrator, the Lead Custodian oversees a group of custodians assigned in performing routine and specialized cleaning tasks within pre-assigned areas, and performs special and emergency assignments as needed in addition to regular custodial work.

**DISTINGUISHING CHARACTERISTICS**

This position assumes responsibility for custodial crews to clean assigned areas in the absence of the immediate supervisor in overseeing the work requirements of a group of custodians. Leads Custodians receive directions from the supervisor and assist in developing daily work schedules, training custodians, providing needed supplies, solving unusual or difficult problems, and cleaning assigned areas. Lead Custodians may work on a revolving crew as part of a team or be assigned individually, direct the work of temporary staff, and may oversee a crew of custodians on a variety of shifts and at various locations when needed.

**KEY DUTIES AND RESPONSIBILITIES:**

**General Responsibilities**

1. Perform full range of functions and responsibilities assigned to the Custodian I's and II's.
2. Assist supervisor with daily operations such as performing safety inspections, managing surplus property, coordinating special events/work orders, working with vendors, setting up and tearing down equipment for special projects, and filling in for supervisor in his/her absence.
3. Operate, maintain and/or service a variety of specialized equipment related to custodial operations, some of which may require specialized certification and compliance training. Such equipment may include suction vacuums, sweepers, floor buffers and strippers, auto scrubbers; and may install switches, brushes, electrical cords, etc.
4. Employ correct handling, storage and disposal techniques for all hazardous substances, materials and chemicals related to all custodial requirements; implement safety precautions associated with the use of toxic materials; assist supervisor in coordinating proper staff training in utilization of proper protective gear and equipment as needed.
5. Prepare campus facility for daily operations such as opening gates, building access doors, etc. for the purpose of ensuring campus facilities are operational and safe for occupancy.
6. Respond to immediate safety and/or operational concerns such as facility damage, alarms, graffiti etc., take appropriate action to resolve immediate safety issues, and maintain a functioning educational environment.
7. Secure facilities and grounds to minimize property damage, equipment loss and potential liability to the District.
8. Operate manual sprayers for insecticides inside buildings.

9. Operate District vehicles such as a flatbed truck, a manual transmission moving van and other vans, station wagons, dump truck, gas and electric forklifts.
10. Test new products and equipment and report (oral or written) on results.
11. Use materials such as cleaning products, chemicals, floor finishes and stripers, insecticides and pesticides.
12. Carry portable radio or cell phone and be on-call for general custodial duties anywhere on campus.
13. Observe and report conditions which may indicate vandalism, illegal entry or fire hazard.
14. Assist in compiling District property inventories.
15. Perform other related duties as assigned.

**In addition to performing work of a Custodian I and II, the position will be responsible for the following duties:**

16. Coordinate and prioritize the day-to-day work of a group of custodians; ensure that work is completed in a timely manner and in accordance with instructions; and communicate issues to supervisor that may cause or are causing poor performance.
17. In coordination with supervisor, may contact and assign work to substitute employees or may re-assign custodial staff to cover work areas where needed.
18. Respond to requests for emergency custodial needs and furniture or equipment setups and coordinate special work as required.
19. Provide lead direction to ensure all major cleaning, daily detailed cleaning, and projects are completed on schedule in area of responsibility; inspect and review the work of assigned group.
20. Order supplies for special events/projects and ensure that custodians start the workday with supplies, equipment, and tools necessary to accomplish job tasks.
21. Assist in the training custodians in proper cleaning methods and procedures.

**KNOWLEDGE, SKILLS AND ABILITIES**

**Knowledge of:**

1. Use and operation of electrical and mechanical hand tools.
2. Safe Operation and use of power driven equipment, including light truck, moving van, forklifts.
3. Operation, use, and maintenance of wet and dry vacuum machines, low and high speed floor machines, rotary and "steam" carpet shampoo machines, high pressure "steam" cleaners, and power driven sweepers.
4. Operation and maintenance of hand sprayers for insecticides.
5. Safe and proper method for using hazardous cleaning materials.

**Skills and Abilities to:**

1. Plan, direct, coordinate, and oversee the work of custodial staff.

2. Exercise judgment in carrying out assigned tasks without detailed instructions.
3. Train assigned staff on use of cleaning materials and equipment with skill, efficiency, and safety.
4. Perform heavy sustained physical labor requiring lifting and carrying up to 50 pounds.
5. Read, comprehend, and follow oral and written instructions specified in English, including Safety Data Sheets (SDS).
6. Safely operate custodial power driven equipment and floor cleaning machines and equipment.
7. Safely work on scaffolding and ladders at heights up to 30 feet.
8. Work in areas that may require use of respirator or protective clothing.
9. Establish and maintain cooperative and effective work relationships with others.
10. Use basic computer applications (e.g. email, word, and excel) to communicate and to prepare/maintain written materials and records.

## **REQUIRED QUALIFICATIONS**

### **Experience and Education:**

1. Education equivalent to completion of the twelfth grade.
2. Three years of experience in custodial or janitorial work with evidence of increasing responsibility over the work of others.
3. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic back of groups historically underrepresented, and groups who may have experienced discrimination.

### **Licenses and Certificates:**

1. Possession of a valid California Class C Driver's license.
2. Possession of or ability to obtain a valid Forklift Operator Certificate.
3. Possession of or ability to obtain a valid Aerial Lift Operator Certificate.

## **WORKING CONDITIONS**

1. Indoor, office environment and outdoor environment with climate changes.
2. Hazardous conditions.
3. Exposure to pollen, dust particles, chemicals, and fumes.
4. Includes travel to conduct work.

Board Approved: 4/14/15  
CSEA Salary Schedule: Range 75  
EEO Category: 2B6 – Service/Maintenance