

ORANGE UNIFIED SCHOOL DISTRICT

LEAD CUSTODIAN

DEFINITION

Under direction – supervises and participates in the work of keeping a middle school plant clean, sanitary, safe, and orderly; regularly inspects cleaning stations to insure proper standards; and does related work as required.

Representative Duties

Confers with Principal regarding scheduling and cleaning problems at the school plant; evaluates Custodians; plans, supervises, and reviews work done by other Custodians; insures that all Custodians know the cleaning schedule and that work is done in accordance with the schedule; assists Custodians with cleaning problems and instructs new Custodians in their work; answers request for setting up classrooms, cafeterias, and auditoriums for special events and instructs Custodians in the work to be done; informs Principal of needed repairs; makes non-technical repairs and adjustments to plant equipment, fixtures, and structures; submits requests for major school repairs; inspects for vandalism and makes proper reports of them; performs special custodial duties when requested; answers emergency calls; delivers supplies to classrooms as need; orders and maintains an adequate cleaning, repair, and restoration of school plant during school vacation periods; supervises and participates in the painting of classrooms; hand waters lawns and plants; sets and adjusts automatic sprinkler control devices; sweeps outside areas and picks up papers and trash.

Organizational Responsibilities

Positions in this Class are assigned to a middle school on a one-position per school basis, and report to the school Principal and are responsible for the overall cleaning of buildings and adjacent areas to insure proper standards of cleanliness, sanitation, safety, and appearance. Positions are on-call when on duty for emergencies.

ENTRANCE QULIFICATIONS GUIDE

Training and Experience – Equivalent to:

Three years of responsible experience in the custodial or building maintenance trades, including some experience in a supervisory capacity.

Knowledge and Abilities

Thorough knowledge of: the methods, materials, and equipment used in custodial and building maintenance work, safe working methods and procedures.

Good Knowledge of: the principles of supervision and training; organizing and laying out work; supervisory controls.

Knowledge of: basic arithmetic; trade terms and vocabulary; the basic craft skills used in this work.

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Ability to: effectively supervise the work of others; work cooperatively with teachers and other District personnel; follow oral and written directions; keep records and make reports; estimate time and materials on a wide variety of continuing and special projects.

Licenses and Other Requirements:

A valid California Driver's License

PHYSICAL DEMANDS AND WORKING CONDITIONS

Medium Work:

Positions in this class perform work which involves the frequent lifting, pushing and/or pulling of objects which may approximate 50 pounds and may occasionally weigh up to 100 pounds.

Mobility:

Positions in this class require the mobility to stand, stoop, reach and bend.

Positions in this class require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.

Other Conditions:

Incumbents may be required to work with harsh or abrasive substances.