

DATE: APRIL 2024
FLSA: NON-EXEMPT
SALARY: GRADE F
CBA DESIGNATION: CLASSIFIED BARGAINING UNIT

CUSTODIAN, SENIOR

BASIC FUNCTION

Leads, trains, oversees, and participates in the work of a crew responsible for performing the full range of custodial duties related to the care, routine maintenance, and cleaning of assigned buildings and facilities; performs minor maintenance to buildings and adjacent grounds; moves furniture and equipment to set up for classes, activities, and functions; interacts with and provides basic information and assistance to the public; provides technical and specialized assistance to management.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. Exercises technical and functional direction over and provides training to Custodians. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification in the Custodial series is responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Employees in the classification rely on experience and judgment to perform a wide variety of tasks in the inspection and cleaning of assigned facilities in a timely manner. Assignments are given with general guidelines and incumbents are responsible for establishing objectives, timelines, and methods to complete assignments. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Provides lead direction and training to assigned custodial staff; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
2. Trains staff in the proper use of custodial equipment and supplies; maintains equipment and supplies in good working condition.
3. Oversees set-up and arrangement of furniture and equipment; prepares classrooms, gymnasiums and other facilities for special events or meetings as assigned; sets up and assembles chairs, tables, and other furniture and equipment; cleans up furniture, equipment, and debris following events.
4. Performs custodial activities within assigned areas; sweeps, scrubs, mops, strips, refinishes, and polishes floors; vacuums rugs and carpets in classrooms, offices, workshops, and other work areas; spot cleans and shampoos carpets.
5. Cleans classrooms, chalkboards, white boards, trays, and erasers; cleans tables, chairs, floors, cafeterias, gymnasiums, auditoriums, lounges, offices, locker rooms, hallways, and other facilities as assigned; dusts and polishes furniture and woodwork; empties and maintains waste receptacles; spot mops spills.
6. Cleans and disinfects drinking fountains and restroom facilities, including sinks, toilets, and urinals; fills dispensers with towels, soap, toilet paper, and other items; cleans/disinfects mirrors, tile, walls, windows, and other hard surfaces; unclogs drains and toilets.
7. Sweeps concrete surfaces adjacent to District buildings.
8. Operates custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, and other equipment as assigned.
9. Performs minor repairs, such as replacing dispensers; replaces light bulbs and tubes; reports other

maintenance and repair needs to supervisor.

10. Locks and unlocks doors, gates, and windows as appropriate; turns lights on and off as needed; maintains security of assigned areas according to established guidelines; sets alarms as appropriate.
11. Reports safety, sanitary, fire hazards, and need for maintenance and repairs to appropriate supervisor.
12. Participates in the thorough cleaning and restoration of campus facilities.
13. Interacts with and provides standard information and assistance to the public
14. Observes safe work methods and makes appropriate use of related safety equipment as required.
15. Operates a variety of hand and power tools and equipment related to work assignment as instructed.
16. Maintains work areas in a clean and orderly condition, including securing equipment at the close of the workday.
17. Provides needed information and demonstrations concerning how to perform certain work tasks to new employees.
18. Maintains records of maintenance and cleaning activities; stocks delivered supplies to custodial closets and maintains inventory of equipment and supplies.
19. Assists groups using facilities as requested; may explain facility rules.
20. Responds to emergency calls and problems as directed within scope of responsibility.
21. Works in cooperation with other operations staff implementing and maintaining custodial procedures.
22. Participates in District-provided in-service training programs.
23. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Principles of providing functional direction and training.
2. Methods, materials, and equipment used in custodial work and basic and preventative building maintenance.
3. Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools, and cleaning equipment.
4. Use and minor maintenance of hand and power tools and equipment used in custodial work.
5. Basic facility maintenance techniques and materials.
6. Safe work methods and safety practices pertaining to the work.
7. Safe driving rules and practices.
8. Tools used for operational functions and program, project, and task coordination, relevant to work performed.

Ability to:

1. Plan, organize, and coordinate the work of assigned staff.
2. Effectively provide work direction to assigned staff.
3. Inspect the work of others and maintain established quality control standards.
4. Train others in proper and safe work procedures.
5. Identify and implement effective courses of action to complete assigned work.
6. Use and operate a variety of custodial equipment, including high-pressure washer, vacuum cleaner, wet/dry vacuum, carpet extractor, buffer, mop, and broom.
7. Clean and care for assigned areas and equipment.
8. Perform basic and preventative maintenance and repair duties.
9. Travel to different sites and locations on campus.
10. Use a variety of small hand tools.
11. Maintain records of work performed.

12. Follow department policies and procedures related to assigned duties.
13. Understand and follow oral and written instructions.
14. Organize work, set priorities, and meet critical time deadlines.
15. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
16. Communicate effectively in the course of performing work tasks.
17. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
18. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
19. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

Completion of the twelfth (12th) grade and three (3) years of custodial, floor care maintenance, or related experience; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

A valid driver's license and proof of insurability may be required to drive a District or personal vehicle.

PHYSICAL DEMANDS

Must possess mobility to work in various District buildings and facilities; strength, stamina, and mobility to perform light to medium physical work, to operate a motor vehicle, and to operate varied hand and power tools and related equipment; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone or radio. Finger dexterity is frequently needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate the above-mentioned tools and equipment. Employees in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to frequently lift, carry, push, and/or pull materials and objects up to 50 pounds with the use of proper equipment and/or assistance from staff.

The essential functions of this classification must be performed by incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in buildings and facilities and are occasionally exposed to loud noise levels, varied temperatures, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.