

# LEAD CUSTODIAN

## DESCRIPTION

Under the direction of the Maintenance, Operations and Transportation (MOT) Director, plan, coordinate and perform custodial services during a designated shift to maintain District facilities in a neat, clean, sanitary and safe condition; train and provide work direction to custodial and floor care staff as assigned. The Lead Custodian participates in the construction, repair, cleaning and operations of building, equipment and grounds.

## MINIMUM QUALIFICATIONS

The Lead Custodian position requires the ability to:

- Perform a variety of tasks associated with cleaning, repair, maintenance and upkeep of equipment, classrooms, offices, building, and grounds
- Safely operate tools and equipment commonly used in the basic trades and in custodial work
- Establish and maintain effective working relationships with those contacted in the course of work
- Comply with schedules and meet deadlines
- Understand and carry out oral and written instruction
- Make appropriate decisions without immediate supervision
- Pass required background checks and clearance

### Certifications:

- California Driver's License
- Current First Aid and CPR certification

## DUTIES

- Train and provide work direction to assigned Utility Workers and/or substitute staff and review and inspect assignments to gauge effectiveness of assigned personnel. Report observations to the MOT Director
- Coordinate, assist and supervise projects with varied work groups, work crews, students and volunteers
- Perform security duties relating to buildings and grounds during assigned hours; inspect facilities and grounds and contact proper authority if fire, safety, security or other related problems occur
- Operate and maintain custodial equipment; demonstrate the proper and safe use of materials and equipment to assigned personnel; operate vehicle as directed incidental to work activities
- Perform minor maintenance of custodial equipment and materials.
- May be required to work an occasional varied work schedule including weekends or holidays
- Respond to emergency call-ins as is required
- Prepare surfaces for painting; do minor painting as necessary
- Haul garbage, waste and recycling to collection facilities
- Perform custodial, grounds, or maintenance duties as assigned by the MOT Director
- Sweep, scrub, mop and wax floors; vacuum rugs and carpets; dust and polish furniture, woodwork and metal work; empty trash; cleans blind, windows, chalk/white boards
- Work efficiently and in compliance with applicable codes
- Complete work orders, such as changing lights, painting surfaces, unclogging plumbing, setting up equipment, removing graffiti and repairing vandalism and performing basic electrical and HVAC repairs
- Inventory, stock, and request custodial and maintenance supplies when needed
- Secure facility and set alarm system as required
- Clean and disinfect restroom walls, doors, and fixtures

- Set up for special events
- Participate in staff development as required

The above statements are intended to describe the general nature of work being performed. They are not intended to be an exhaustive list of all duties and responsibilities.

## **WORKING CONDITIONS**

- Weather: Exposure to hot, cold, wet, snowy, humid, or windy conditions caused by weather
- May be required to climb ladders, scaffolding, and walk on roofs and other high places
- May be required to work in close or confined areas
- Heat: Exposure to non-weather hot temperatures
- Noise: Expose to intermittent sounds of a pitch of level sufficient to cause marked distraction. Level: moderate to loud
- Atmospheric conditions: Exposure to conditions, such as chemical fumes, noxious odors, dust, mist, gases, and poor ventilation, that affect the respiratory system, the eyes, or the skin
- Hazards: moving equipment, electrical shock from using electrical equipment, high exposed places, radiant energy, explosives (gasoline) and cleaning solvents

## **WorkSTEPS®**

### **Authorization for Job Specific Testing**

Jamestown School District understands that an ergonomic job analysis must be completed in order to meet the requirements for the American's with Disabilities Act (ADA). One of the outcomes of the ergonomic job analysis is the determination of one or more job specific tests that will either qualify or disqualify the post-offer or post-employment (fit for duty) candidate for the position.

For the position  
of  
Lead Custodian  
PDC Level: Heavy

The Company representative hereby acknowledges the following as valid job specific tests:

Job Specific Test I      Applicant must be able to lift a 100# object from the floor to a height of 30 inches. (as in loading a buffer or other equipment onto a truck)

Job Specific Test II      Applicant must be able to push with a force of 70 (as in pulling bleachers or lifting bleachers upright)

Job Specific Test III      Repetitive activities to include:  
Squat 20 times; Reach Overhead 20 times, Ladder Climb 40 rungs (ascend/descend 4 rungs ten times), Walking 200 yds/2min. with a 20 pound back pack (treadmill 3 mph/2 min).

The Company representative hereby acknowledges the following as valid physical requirements:

1. Employee lifts/carries 100 occasionally (less than 33% of the time).
2. Employee lifts/carries 50 frequently (34-66% of the time).
3. Employee lifts/carries 20 constantly (67-100% of the time).
4. Employee's position requires pushing a maximum force of 89.9 on objects.
5. Employee's position requires pulling a maximum force of 123.6 on objects.

Pass/Fail Criteria (must meet this level prior to Job Specific Testing):

- 100 pound floor to knuckle lift
- 45 pound knuckle to shoulder lift