

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LEAD CUSTODIAN

BASIC FUNCTION:

Under the direction of the Custodial Supervisor, maintain assigned buildings, classrooms, restrooms, offices and related facilities in a clean and orderly manner; train and provide work direction to assigned custodial crew.

REPRESENTATIVE DUTIES:

Assist in scheduling and coordinating custodial personnel assigned to clean school facilities; assist in planning and scheduling special projects and events; serve as crew leader on assigned custodial projects. (E)

Perform a variety of custodial duties as necessary, including cleaning assignments in the absence of members of the Custodial Crew; maintain assigned buildings, classrooms, restrooms, offices and related facilities in a clean and orderly manner (E)

Perform routine maintenance and minor repair to custodial equipment; assist in testing new products and equipment and in recommending for use; assist in training custodians in the care and use of custodial equipment. (E)

Assist in maintaining time reports; prepare and submit custodial activity reports. (E)

Collect and deposit money from restroom dispensers; maintain relevant records. (E)

Distribute supplies and equipment to custodians on Campus and at District Centers.

Perform related duties as assigned.

KNOWLEDGE OF:

Basic record-keeping techniques.

Health and safety regulations.

Methods, materials, equipment, tools and supplies used in custodial work.

Principles and practices of training and providing work direction.

Requirements of maintaining College buildings in a safe, clean and orderly condition.

ABILITY TO:

Operate and maintain custodial equipment.

Train and provide work direction to staff.

Plan and coordinate work.

Make basic arithmetic computations.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years experience in custodial work.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

ENVIRONMENT:

Indoor and outdoor environment.

Driving a vehicle to conduct work.

Subject to evening or variable hours.

PHYSICAL ABILITIES:

Lifting heavy objects.

Standing and walking for extended periods of time.

Bending at the waist.

Pushing.

Pulling.

Twisting/turning.

Climbing ladders.

Seeing to assure proper and complete cleaning.

Dexterity of hands and fingers to operate cleaning equipment.

HAZARDS:

Cleaning chemicals and related fumes.