

**PERALTA COMMUNITY COLLEGE DISTRICT - November 8, 2007**

**CLASSIFIED JOB DESCRIPTION**

**HEAD CUSTODIAN  
(IUOE Local 39 Salary Range 44)  
Job Code: 806**

**CLASS PURPOSE**

Under direction, the Head Custodian performs supervisory work in the assignment and training of custodial staff in the cleaning of all campus buildings at a college or the District Administration Center. Incumbents assigned to this class are assigned a variety of responsibilities consistent with their association with the cleanliness and orderliness of buildings. These responsibilities may encompass such duties as preparing for special events, reporting maintenance/safety hazards, and have knowledge of safety procedures related to product usage and applications.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Plans, organizes, coordinates and supervises the work of two(2) or more shifts of day and night cleaning personnel at a college
- Trains and instructs subordinate personnel in the performance of their duties; assigns regular work schedules and assumes responsibility for the cleanliness and safe conditions of the buildings
- Supervises and checks the cleaning and care of class rooms, rest rooms, halls and building fixtures, and equipment requiring activities such as sweeping, mopping, scrubbing, polishing, dusting, waxing, disinfecting and related duties
- Assigns special duties for various educational, social and civic activities, arranging for proper equipment, heating, ventilating and lighting; confers and cooperates with faculty regarding use of college facilities
- Inspects buildings and reports dangerous, unsightly or unsanitary conditions or sees that such conditions are corrected.
- Assists in the development of specifications for custodian supplies after determining the most satisfactory materials
- Attends safety meetings and department meetings
- Maintains inventories so that adequate supplies are on hand
- Arranges time schedules, vacation periods and plans the summer vacation work schedule
- Evaluates custodial staff performance; maintains time and time records for the cusotodial staff
- Performs other related duties as required.

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## **MINIMUM QUALIFICATIONS**

1. Equivalent to four years of custodial or janitorial experience, including one year of lead or supervisory experience; or an equivalent combination of training and experience that could likely provide the desired knowledge and abilities.
2. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

## **DESIRABLE QUALIFICATIONS**

Knowledge of:

- Methods of cleaning and preserving floors, walls, furniture, and fixtures
- Cleaning materials, disinfectants, hazardous materials, and equipment used in custodial work
- Common tools and their uses
- Sanitation and safety measures used in a custodial operation
- Cleaning and care of equipment and work areas
- Safety rules and regulations applicable to school buildings
- Principles of effective supervision and training

Ability to:

- Use cleaning materials and equipment safely and with skill and efficiency
- Understand and carry out oral and written instructions
- Move supplies and furniture and set up rooms and buildings for special occasions
- Use common electrical cleaning equipment
- Plan, organize, coordinate and supervise the work of a custodial staff
- Estimate and order materials and supplies as needed
- Maintain accurate and current records
- Supervise routine safety meetings

## **ENVIRONMENTAL DEMANDS**

- Work performed indoors and outdoors often in uncontrolled areas.
- Noise and vibrations are experienced in the operation of cleaning and maintenance equipment.
- Frequent exposure to bleach and other chemical and cleaning agents.

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## **MENTAL REQUIREMENTS**

- Must be able to communicate in English (speaking, reading and writing) at a level to safely and effectively perform the essential functions of the Custodian position.

## **PHYSICAL REQUIREMENTS**

- Frequent lifting up to 75 lbs.
- Frequent carrying up to 75 lbs.
- Frequent pushing up to 100 lbs.
- Constant standing and walking
- Frequent stooping, squatting and body twisting
- Reaching at high and low levels

## **TOOLS AND EQUIPMENT USED**

- Frequent use of ladders that meet safety regulations, brooms, squeegees, brushes, mops, vacuum cleaners, high and low speed floor machines, yard blowers, pressure washers and yard vacuums
- Operates gas tractor or electrical vehicles

Revised: N/A