

PERALTA COMMUNITY COLLEGE DISTRICT - November 8, 2007

CLASSIFIED JOB DESCRIPTION

**LEAD CUSTODIAN (A)
(IUOE Local 39 Salary Range 40)
Job Code: 590**

CLASS PURPOSE

Under general supervision of the College Business Officer or Director of Physical Plant, the Lead Custodian (A) performs journey level work in assigning, leading and supervising the work of custodians and is assigned a specific shift. Lead Custodian A differs from Lead Custodian B in that the latter reports to a Head Custodian and the former reports directly to a college Business Officer or the District's Director of Facilities and Operations.

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.

- Schedules and assigns work; trains and supervises custodians
- Arranges for substitute custodial services; prepares various reports; continuously inspects work performed by custodians
- Checks on the quality and effectiveness of custodial services; supervises and participates in the overall cleaning of the campus and/or facilities
- Answers requests for emergency custodial services from management, faculty and staff
- Assists in setting up banquets, meetings and special events; inventories custodial supplies and prepares a list of shortages
- Hires substitutes and prepares hiring documents; assists in evaluating custodial staff performance; maintains inventory of supplies and equipment; makes recommendations regarding the purchase of supplies and equipment; inspects building for safety hazards and reports dangerous or unsanitary conditions and sees that these conditions are corrected; may attend safety committee meetings; attends department meetings
- Maintains attendance records; collects substitute timesheets; plans vacation work schedule
- May perform minor service on motorized vehicles and tractor equipment
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Equivalent to two years of custodial or janitorial experience, or an equivalent combination of training and experience that could likely provide the desired knowledge and abilities.

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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

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.

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

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- 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