

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

**CLASSIFIED JOB DESCRIPTION**

**LEAD CUSTODIAN (B)  
(IUOE Local 39 Salary Range 38)  
Job Code: 591**

**CLASS PURPOSE**

Under general supervision of the Head Custodian, assists the Head Custodian in training and supervising custodians, including performing custodial work related to the cleaning of rooms, offices and building.

**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.

- Assists the Head Custodian in scheduling and assigning work in the training of new custodians, and is responsible for arranging substitute custodial services.
- Assists in the preparation of various reports; is responsible for keeping a constant check on the quality and effectiveness of the custodial services performed on the shift.
- Answers calls from management, faculty and staff in regard to needs for emergency custodial services; assists in setting up rooms for special meetings; inventories custodial supplies and gives Head Custodian list of shortages.
- 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.
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

**Job Description:** Lead Custodian (B)

- 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
  - Arrange work schedules and planning the overall, custodial function at a college or District Office
  - Read, write and carry out oral and written instructions
  - Lay out special work assignments and see that they are carried out
  - Develop and maintain cooperative working relationships with those contacted while performing work

**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
- Reaching at high and low levels

**TOOLS AND EQUIPMENT USED**

**Job Description:** Lead Custodian (B)

- 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