

SENIOR HEAD CUSTODIAN

DEFINITION

Coordinates and schedules district-wide custodial and maintenance services required to maintain buildings and grounds in a clean, sanitary, and safe condition.

SUPERVISION RECEIVED AND EXERCISED

Supervision received by the Custodial Shift Supervisor or Maintenance and Operations Supervisor.

Provides work direction to lower-level custodial staff and supervises non-permanent custodial and general workers.

EXAMPLES OF DUTIES

Oversees and performs a wide variety of complex custodial and maintenance work, including troubleshooting, repairing, maintaining major equipment.*

Coordinates, assigns, inspects, and leads the work of the custodial staff.*

Performs inspections to ensure approved methods are being followed and standards maintained.*

Trains custodial staff on procedures, processes, approved methods of custodial work, usage of equipment and safe work practices.*

Surveys buildings and grounds for hazards, needed repairs, vandalism and security problems and reports findings to supervisor.*

Receives and resolves custodial complaints and inquiries.*

Maintains and creates reports of custodial activities, inventory, training and maintenance tasks.*

Requisitions, audits and maintains inventory of custodial supplies and equipment.*

Implements solutions for care and cleaning problems and supply or equipment needs.*

Evaluates new products and equipment.*

Coordinates auditorium and room arrangements for meeting and special events.*

Assists in the development and implementation of custodial activities and procedures.*

Make adjustments to room temperatures from the thermostat as needed.*

Leads, trains and provides work direction to staff.*

Trains, evaluates and maintains schedules of general workers.*

Performs related work as required.

QUALIFICATIONS

Knowledge of:

Current methods, materials, supplies and equipment used for custodial activities.

Proper use of cleaning disinfectants, materials, tools and equipment related to custodial and maintenance work.

Safe work practices, sanitary regulations and health codes.

Safe and proper usage and storage of hazardous and toxic substances.

Recordkeeping and reporting principles and procedures.

Data entry and standard software programs.

Ability to:

Perform a wide of variety of complex and difficult custodial and maintenance tasks.

Troubleshoot, repair and maintain equipment.

Plan, schedule, assign, train and lead a custodial staff.

Inspect work and ensure methods are being followed and standards maintained.

Plan, organize and prioritize work and coordinate simultaneous projects.

Communicate clearly, both orally and in writing.

Create, prepare and maintain logs and reports relating to custodial services.

Establish and maintain effective and cooperative working relationships.

Interpret rules, regulations and procedures.

Read, interpret and ensure proper usage of material safety data sheets.

Train and provide work direction to custodial staff.

Create, prepare and maintain logs and reports relating to custodial activities.

Operate a computer and standard software programs.

Meet schedules and timelines.

Work independently.

EMPLOYMENT STANDARDS

Minimum Qualifications

Education:

High School Diploma, GED or equivalent.

EMPLOYMENT STANDARDS (continued)

Experience:

Five years of custodial and maintenance experience is required with three years experience in a lead role.

License or Certificate:

Possession of a valid state of California Class C driver's license.

PHYSICAL REQUIREMENTS

This job requires physical ability to stand for extended periods of time, stoop and frequently lift or push objects up to fifty (50) pounds.

WORKING CONDITIONS

Subject to fumes from cleaning chemicals and exposure to cleaning agents or hazardous chemicals.