

JOB DESCRIPTION  
September 2015

Placer County Office of Education  
360 Nevada Street  
Auburn, CA 95603

## LEAD MAINTENANCE CUSTODIAN

### General Purpose:

A Lead Maintenance Custodian is responsible to the County Superintendent and works under the supervision of the designated manager(s). Plans, coordinates and monitors the cleaning of all Placer County Office of Education (PCOE) facilities. The Lead Maintenance Custodian coordinates the custodial aspects of evening use of facilities by the community; working in conjunction with all site administrators to establish, implement and monitor cleaning standards, frequency of tasks, levels of service and staffing, to ensure all facilities are meeting those levels of service.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned as required: In conjunction with the designated manager;

- Plans, organizes and coordinates daily custodial activities.
- Develops and prepares work schedules and adjusts schedules as necessary; prioritizes and coordinates duties and assignments of custodial staff; assures effective workflow and facilities operations.
- Coordinates the assignment of substitutes to cover custodial vacancies.
- Organizes and oversees custodial training activities on a regular basis.
- Acts as a source to custodians regarding work methods, procedures, and work situations.
- Develops, reviews, monitors, and revises cleaning procedures, standards and methods to assure efficiency, cost-effectiveness, and compliance with established regulations, policies, and standards.
- Communicates with site administrators, personnel, and others regarding supply and material requisitions.
- Reviews site work requests to determine staffing levels, time and material requirements.
- Performs site visits to inspect work for accuracy and compliance with instructions and established standards. Site visits will cover all shifts.
- Plans, schedules, and coordinates the long-range and deep cleaning programs.
- Establishes maintenance work order requests as required.
- Responds to emergency calls.
- Processes custodial supplies and material requisitions through the warehouse; documents inventory levels on vehicles and sites.
- Operates warehouse equipment, i.e., pallet lift, appliance dollies, and portable ladders.
- Performs and/or directs the routine maintenance of custodial related equipment.
- Performs scheduling/tracking of custodial related equipment.
- Performs cleaning duties when necessary or assigned.

### Minimum Qualifications:

#### Employment Eligibility:

- Successful candidate must provide proof of employment eligibility and verification of legal right to work in the United States in compliance with the Immigration Reform and Control Act.

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### Education:

- High school diploma or equivalent.

### Experience:

- Two (2) years of custodial lead experience in the operations field preferred.

### Knowledge, Skills, and Abilities:

- Knowledge of principles of work planning, scheduling and training of custodial personnel.
- Knowledge of English usage, spelling, grammar, punctuation and business math functions.
- Knowledge of quality and use of custodial supplies and equipment.
- Knowledge of laws, regulations and safety rules pertaining to custodial operations in a school environment.
- Knowledge of methods, practices, equipment, tools and supplies utilized in the cleaning industry.
- Ability to communicate effectively in both oral and written forms.
- Ability to direct, coordinate, and prioritize work assignments of custodial employees.
- Ability to understand and follow oral and written instructions in an independent manner.
- Ability to safely operate and use custodial equipment, materials and chemicals.
- Ability to lift/carry 50 lbs.
- Ability to observe legal and defensive driving practices.
- Ability to work a flexible schedule related to program needs.

### Required Testing:

- Applicants may be tested.

### Certificates & Licenses:

- Must possess a valid California driver's license issued by the State Department of Motor Vehicles.

### Clearances:

- Criminal Justice Fingerprint
- Clearance TB Clearance

### Work Environment:

- Work is performed in an office or school environment, continuous contact with staff, and representatives of other agencies.

### Physical Requirements:

- The usual and customary methods of performing the job's functions requires the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, fingering and/or feeling.
- Manual dexterity to operate a telephone and enter data into a computer.
- Facility to sit at a desk, conference table or in meetings of various configurations for extended periods of time with or without reasonable accommodation.
- Facility to see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, and computer screens and printouts with or without reasonable accommodation.

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- Facility to hear and understand speech at normal room levels and to hear and understand speech on the telephone with or without reasonable accommodation.
- Facility to speak in audible tones so that others may understand clearly in normal conversations, in training sessions, and other meetings with or without reasonable accommodation.
- When applicable, facility to determine and differentiate colors with or without reasonable accommodation.
- When applicable, facility to drive an automobile or to arrange a consistent method of transportation.

Note: This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary.

**FLSA Status:** Non-exempt

**Employee Group:** Classified

**Salary Grade:** 26

Reviewed and Approved:

Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Human Resources: \_\_\_\_\_

Date: \_\_\_\_\_



9/2/15  
9/3/15