Long Beach Community College District

CLASS SPECIFICATION

Lead Custodian

Date Adopted: May 22, 2006

FLSA Status:   Non-Exempt
EEOC Job Category:  Service Workers
Union Representation: Represented

GENERAL PURPOSE

Under general supervision, assists in assigning, overseeing and inspecting the work of custodial personnel assigned to a day or night shift; performs standard custodial work for assigned facilities; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Lead Custodian is a working crew leader responsible for assisting the Custodial Supervisor with the scheduling, assigning, inspecting and participating in the work of day or night shift custodial crews assigned to District buildings and facilities.

Lead Custodian is distinguished from Custodial Supervisor in that incumbents in the latter class are responsible for full supervision of all District custodial operations and services.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Leads and participates in the work of building and facility custodial crews assigned to a day or night shift; performs custodial work in an assigned area as a working lead.

2. Participates in scheduling, assigning, directing and evaluating the work of custodial personnel; instructs and provides training for personnel in the use of equipment, supplies and safe work practices; reviews work in progress or upon completion; ensures appropriate safe work practices are being observed; inspects job sites to determine work required and evaluate job performance; recommends disciplinary action as necessary.

3. Coordinates custodial activities with District departments and staff; coordinates custodial projects; estimates personnel, equipment and material requirements for assigned jobs; responds to questions or complaints from user departments.

4. Assists the supervisor in preparing a variety of records and reports including time cards, worksheets, accident reports, maintenance requests, etc.

5. Maintains security of District buildings, grounds and property.

6. Responds to emergency situations as necessary.
OTHER DUTIES

1. Assists other skilled maintenance personnel in cooperative assignments.

2. Operates vehicles to travel to various District sites; moves furniture and equipment between District sites as necessary.

3. Maintains department inventory of supplies and equipment.

4. Sets up rooms, tents, stages and shells for special events.

5. Launders, folds and packs athletic uniforms, towels, gear and other items for use by students.

6. Properly disposes of oil, fuel, solvents and other hazardous chemicals.

7. Assists with pool maintenance as necessary.

8. Raises and lowers flags.

QUALIFICATIONS

Knowledge of:

1. Practices and techniques of employee lead supervision, including selection, training, work evaluation and discipline, safe work methods and safety practices pertaining to the work.

2. Methods, tools, cleaning materials, disinfectants and equipment used in custodial work.

3. Modern cleaning methods including basic methods of cleaning and preserving floors, carpets, furniture, walls and fixtures.

4. Operation and maintenance of a wide variety of hand and power tools and equipment used in custodial work.

5. Proper mixing and dilution of cleansers, disinfectants and stripping agents and disposal of chemicals after use.

6. Safety practices and work methods pertaining to the work.

Ability to:

1. Plan, estimate, coordinate and schedule the work of a custodial crew.

2. Prepare and maintain a variety of basic written records and reports.

3. Operate and maintain tools and equipment used in the work.

4. Identify and implement effective courses of action to complete assigned work.

5. Coordinate crew assignments with divisions, departments and faculty on an assigned campus.

6. Establish and maintain effective working relationships with District management, staff, faculty, students, the public and others encountered in the course of work.
Education, Training and Experience:
A typical way of obtaining the knowledge, skills and abilities outlined above is two years of work experience as a Custodian; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:
A valid California Class C driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.

PHYSICAL AND MENTAL DEMANDS
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands
While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear. The employee is frequently required to walk; sit; climb or balance; stoop, kneel, crouch or crawl. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Mental Demands
While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use arithmetic; observe and interpret situations; learn and apply new information or new skills; work under deadlines with constant interruptions; and interact with District management, staff, faculty, students, the public and others encountered in the course of work.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee occasionally works in outside weather conditions and is occasionally exposed to wet and/or humid conditions. The employee is occasionally exposed to fumes or airborne particles, toxic or caustic chemicals and risk of electric shock. The noise level is usually moderately quiet.