

## SANTA CLARA COUNTY OFFICE OF EDUCATION

### **CLASS TITLES: CUSTODIAN - LEAD**

#### **BASIC FUNCTION:**

Under the direction of Supervisor – Maintenance and Operations, cleans and maintains assigned facilities, property, buildings, office spaces and grounds, in a clean, orderly, and secure manner. Oversees, guides, organizes, and leads the work of individuals within the Custodian classification, trains Custodial employees and substitute employees on work procedures and standards. Promotes a culture of customer service and responsiveness, while ensuring that cleaning objectives, goals, policies, rules, guidelines, and operating procedures are observed, reinforced, and maintained in support of County Office goals and objectives. This position is designated as staff level.

#### **DISTINGUISHING CHARACTERISTICS:**

This class is designed to prepare incumbents for promotional opportunities into higher levels of employment. The incumbent is expected to consistently work independently with limited direction in carrying out assigned tasks in a fast-paced environment, which are subject to change into complex and situations, depending on unknown and quickly developing variables. The incumbent must be able to troubleshoot a variety of commonly occurring problems and calmly handle suddenly developing complex and potentially dangerous problems and situations. The incumbent is also expected to make recommendations for improvement regarding day-to-day operations, and to assist in guiding, training, and organizing the work of Custodial employees and substitutes.

#### **REPRESENTATIVE DUTIES:**

The following duties are examples of assignments performed by incumbents in this classification. It is not a totally comprehensive list of duties, nor is it restrictive regarding job assignments.

#### **ESSENTIAL DUTIES:**

Performs routine to complex janitorial and custodian functions at assigned site, or multiple work sites during a work day.

In a strategic customer-oriented manner, communicates with County Office of Education personnel, students, parents and others regarding custodial related concerns and issues to provide cleanliness outreach as a partner with the greater County Office of Education community.

Assists in reinforcing County Office of Education cleanliness standards and expectations through modeling appropriate and professional behavior.

Assists in organizing, overseeing, and assigning the work of Custodial employees; assists in training, monitoring, and guiding the work of Custodial employees; assists in resolving routine and complex custodial related problems, which may arise suddenly, be of an urgent nature, and require driving to multiple remote sites on a daily basis.

Cleans and sanitizes restrooms, locker rooms, showers, swimming pools, sinks, wash bowls, and urinals.

Sweeps, scrubs, strips, mops, cleans, and apply finish to concrete, linoleum tile, and wood floors of rooms, hallways, stairs, and fire escapes.

Vacuums and shampoos rugs and carpeted areas.

Cleans ceilings, walls, window blinds and window coverings including drapes and blinds; washes windows.

Clears and removes paper and other debris from school or facility grounds, entrances, stairwells, walkways, and adjacent landscaped areas as assigned

Dusts, washes, and polishes furniture and woodwork.

Sweeps adjacent concrete and asphalt areas as assigned.

Empties and cleans waste receptacles including trash barrels.

Polishes metal work; cleans chalkboards, whiteboards and other writing surfaces.

Refills paper/soap dispensers in restrooms and kitchen areas.

Operates equipment such as vacuums, lawn mowers, floor cleaning and polishing machines, and scrubbers.

May raise and lower flags; ensures security of assigned areas; locks and unlocks gated areas, doors, and activates/deactivates security systems as assigned.

Performs emergency clean up service resulting from clogged drains, breakage, vandalism, spilling, and illness including bodily fluids.

Sets up, moves, and arranges furniture and equipment for assemblies, meetings, or other special events upon request.

Maintains assigned equipment and materials used in the course of work.

Inventories cleaning supplies, materials, and equipment, making requests for needed supplies.

Performs routine maintenance, non-technical and minor repairs such as replacing light bulbs and adjusting desks and tables.

Notifies management concerning the need for major repairs or additions.

Eliminates and/or reports safety, sanitary, and fire hazards to appropriate authority.

Maintains routine records related to job functions assigned.

Acts a part of the emergency response team in the event of electrical, water, or gas emergency.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern cleaning methods, techniques, tools, and equipment.

Proper materials and procedures used for cleaning purposes.

Safe work practices related to equipment operation and chemicals used in janitorial and custodial work.

**ABILITY TO:**

Read at a level sufficient to successfully perform required duties.

Understand and follow oral and written instructions.

Safely use and apply custodial cleaning agents, equipment, and materials.

Effectively maintain the security of assigned areas.

Meets the physical requirements necessary to perform required duties in a safe and effective manner.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Two years of custodial work experience or completion of a custodial training program.

**LICENSES AND OTHER REQUIREMENTS:**

A valid and appropriate California Driver's License.

A driving record that meets the insurance requirements of the County Office of Education.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

While performing the duties of this job, the employee works in an indoor and outdoor environment. The employee is occasionally exposed to variances in temperature, dust, chemicals, blood borne pathogens, wet and/or humid conditions; moving mechanical parts, work on ladders, fumes, or airborne particles, toxic, or caustic chemicals, and outside weather conditions. The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to stand; walk including walking on gravel or uneven surfaces; bend at the neck or waist, use hands to finger, handle, or feel; reach with hands and arms; and talk to hear. The employee is occasionally required to push, pull, squat, stoop, kneel, twist, crouch, or crawl. The employee must occasionally lift, carry, maneuver, and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and ability to adjust focus.

Approved by Personnel Commission: April 13, 2016



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Kristin Olson  
Director-Classified Personnel Services

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