

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LEAD CUSTODIAN

BASIC FUNCTION:

Under direction of the Custodial Supervisor, maintain assigned classrooms, rest rooms, offices and other District facilities in a clean and orderly manner; perform a variety of duties in cleaning and maintaining facilities; train and provide work direction to assigned personnel.

REPRESENTATIVE DUTIES:

Train and provide work direction to custodial personnel and student workers on an assigned shift; review work in progress and inspect completed work.

Respond to special needs and requests of District personnel regarding custodial care of offices, classrooms, labs, rest rooms, meeting and conference rooms and special event centers; revise priorities and reassign duties to staff accordingly.

Assure compliance with established health and safety regulations and procedures on assigned shift; report sanitation and safety hazards and needed repairs to appropriate District office.

Clean and maintain a variety of District facilities including classrooms, offices, rest rooms, labs, conference rooms, special event centers and other facilities on and off campus.

Sweep, scrub, mop, wax, oil and buff floors; vacuum and shampoo rugs and carpets.

Dust, wash, wax and polish furniture and woodwork; dust and clean computer equipment in labs; refill paper, soap and other dispensers; empty waste containers; clean chalkboards.

Clean and disinfect lavatories, drinking fountains and waste containers; wash windows, walls, appliances, mirrors and fixtures.

Clean and sanitize locker rooms and shower areas and polish chrome fixtures.

Perform minor buildings maintenance such as replacing light bulbs, patching holes and unclogging drinking fountains and toilets; and painting classrooms and offices.

Set up facilities for meetings, special community and campus events, and District activities as directed, and perform special custodial duties as requested; move and rearrange chairs, tables, desks and other furniture and equipment as needed.

Clean, strip, wax and maintain gymnasium floors; set up or oversee setting up mats, chairs, bleachers and public address systems for daily activities and athletic contests.

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Safeguard District property by arming and disarming alarms, locking and unlocking doors, windows and gates, and taking other appropriate security measures applicable to assigned facilities.

Operate and demonstrate the use and maintenance of cleaners, buffers, vacuums, shampooers, scrubbers and other custodial equipment; mix and use cleaning agents to remove dirt and graffiti.

Provide assistance and directions to campus visitors; pick up paper and other refuse from grounds.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles of training and providing work direction to assigned custodial staff.

Requirements of maintaining buildings and facilities in a community college district in a safe, clean and orderly condition.

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

Operation, use and general maintenance of cleaning equipment, tools, materials and supplies used in custodial work.

Health, sanitation and safety regulations and procedures.

ABILITY TO:

Provide work direction and training to custodial personnel on an assigned shift.

Assure the cleanliness of District buildings, offices, classrooms, labs, special event centers and other facilities.

Review work in progress and inspect completed work to determine conformance to established standards.

Use cleaning materials, equipment and methods according to predetermined standards.

Operate equipment and cleaning supplies used in custodial work.

Perform custodial work in accordance with established schedules, routines and standards.

Maintain classrooms, offices, labs, rest rooms, special event centers and other facilities in a clean, orderly and sanitary condition.

Lift objects weighing up to 50 pounds.

Work cooperatively with others.

Understand and follow oral and written directions.

Perform general buildings maintenance duties as required.

Maintain tile, carpeted and gymnasium floors.

EDUCATION AND EXPERIENCE: Any combination equivalent to: sufficient education to demonstrate the knowledge and abilities listed above and two years of custodial experience.

LICENSES AND OTHER REQUIREMENTS: Valid California driver's license.

WORKING CONDITIONS: Duties are primarily performed in an indoor and outdoor environment; subject to working in all locations of the campus. The work environment is noisy when using power cleaning equipment. An employee in this class is regularly exposed to contact and fumes from cleaning agents and chemicals. Also regularly exposed to dust or other airborne particles. Must be willing to work varied hours and respond to emergencies in a timely manner.

PHYSICAL DEMANDS: Incumbents regularly stand for long periods of time; walk at a normal pace for extended periods of time; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb ladders to heights of 10 feet; bend, stoop, kneel, or crouch; hear to receive work direction and communicate with others; maneuver around in narrow or crowded places when cleaning classrooms. Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 50 pounds. Must see clearly enough to read written directions and instructions on cleaning supplies and to inspect and assure cleanliness of assigned facilities.