



JOB DESCRIPTION

CUSTODIAL AND OPERATIONS LEAD

Definition

Under the direction of the Director of Maintenance, Operations, and Facilities, perform skilled and technical administrative tasks for custodial, grounds, and maintenance activities. Analyze and audit purchases for specific jobs in the work-order system, order inventory and parts as requested, prepare planning documents for governmental agencies and other firms under contract. Prepare routine reports to assist in research and analysis of statistical data relative to the departmental functions and programs. Plan, organize, coordinate and schedule custodial activities and maintain regular custodial schedules and calendars; arrange for substitute or relief personnel as necessary.

Typical Tasks

- Coordinate, schedule and assign custodial services and activities to assure proper and efficient cleaning and light maintenance of sites and district buildings.
- Track efficient completion of assignments and compliance with standards of cleanliness, safety and security.
- Communicate with the Director of Maintenance, Operations and Facilities, Principals and other district personnel concerning the scheduling and assignment of operations and custodial staff.
- Prepare and maintain regular custodial schedules and calendars; arrange for substitute or relief personnel as necessary.
- Recommend the purchase of new equipment as needed.
- Coordinate communication and activities with other District departments and personnel, public safety agencies, local utilities, contractors, vendors and others as necessary; attend various meetings, seminars, training and in-services.
- Prepare and maintain various records and reports related to maintenance and custodial, operations and activities and personnel.
- Assist general and skilled maintenance workers as needed.
- Solicit vendors for quotes and bids.
- Order, maintain and audit inventory in the warehouse and on fleet trucks.
- Review and audit parts purchased for jobs.
- Participate in training and professional development as required.
- Perform other related duties as assigned.

Minimum Qualifications

Education: Completion of a high school diploma or General education Diploma (GED).

Experience: Any combination equivalent to five (5) years experience in performing minor maintenance and repair work of buildings, equipment and machinery.

Knowledge of:

- Methods, materials, equipment, and custodial supplies
- Laws regarding the cleanliness and maintenance of school buildings, grounds and equipment
- California Education Code
- Hazardous Communication/ Materials Safety Data Sheets (MSDS)
- Minor repairs to housekeeping equipment
- OSHA, Cal OSHA and local laws and regulations

Ability to:

- Plan, organize, and coordinate training of custodial personnel
- Maintain careful records and prepare accurate reports
- Implement and interpret district policies
- Understand, carry out and give oral and written instructions
- Establish and maintain cooperative and effective working relationships with others

License: Must have a valid California Driver's License, and be insurable in order to operate District vehicle. Forklift certification preferred.

PHYSICAL REQUIREMENTS

The work environment and physical demands of the position as described below are representative of those that must be met by an employee to successfully perform the essential functions of a position in this supervisor category. These physical standards are generic in nature and tasks may vary dependent on work assignment.

Work Environment

While performing the duties of this job, the employee regularly works outdoors with exposure to seasonal heat, cold and adverse weather conditions. This position may involve constant interruption and direct contact with the public and employees; a high volume of responsibilities that will require leading and/or supervising staff. Working in an office environment where the noise level is usually quiet. Visiting and/or working in school sites and/or kitchens where the environment is usually moderate but may be loud dependent on specific work site and /or equipment operation.

The employee may be required to work at varying heights, work near or with moving mechanical equipment such as jackhammer, power saw, etc. The employee may regularly work around flying debris, paint, gas, fumes, dust and odors. The employee must be able to meet deadlines with severe time constraints. The employee will work with various district employees, including unskilled, semi-skilled and skilled maintenance work performed throughout the District.

Employees are provided with individual District work vehicles and must be able to drive the District vehicle to conduct work. Noise level in the work environment is usually moderate and occasionally will be very loud.

Physical Demands

The physical demands of this position include frequent standing for extended periods of time and the use of hands and fingers to handle and to feel objects, tools, and controls with which to operate specialized equipment and tools. The employee frequently is required to reach with hands and arms to operate vibrating machinery. The employee frequently must squat, stoop or kneel, bend at the waist and reach above the shoulders, head and horizontally. The employee may use strength to grasp tools and climb on to ladders and scaffolding. The employee must frequently bend or twist at the neck and trunk more than the average person while performing the duties of this job.

The employee must have the ability to lift and/or move up to 50 pounds. The employee may occasionally lift and/or move up to 100 lbs such as motors, jackhammers, furniture, lumber, etc. while supervising staff. The employee will sometimes push/pull items such as furniture, playground equipment, rolls of fencing, bags of cement, cabinets, etc. Specific vision abilities required by this job include close vision, color vision, peripheral vision, depth perception, and the ability to adjust focus to complete assigned work orders, read a variety of materials and inspect District facilities. Repetitive use of fingers and hands to operate a keyboard and other office equipment as needed to retrieve and complete routine work orders. The employee must be able to hear and speak to receive and exchange information.

Must pass pre-employment physical prior to first day of employment.

Schedule: 1

Salary Range: 62 (Supervisory/Confidential Salary Schedule)

PRESENTED TO BOARD: January 10, 2019

PRESENTED TO PERSONNEL COMMISSION: January 22, 2019