

## Davis Joint Unified School District

## Position Description

Position: Custodian Team Leader I

Salary Range:23

### Summary

Serves as assistant lead custodian at a large high school. Oversees and participates in the custodial and light maintenance work found at a school or equivalent site. Performs a variety of technical tasks relative to assigned area of responsibility.

### Distinguishing Characteristics

Under the general guidance of the ~~Custodian Team Leader III~~ Manager of Maintenance and Operations and the Site Administrator, the Custodian Team Leader I ~~works at a high school site and~~ has leadership over facilities that have special cleaning and appearance needs. A Custodian Team Leader I requires demonstrated skills and abilities in light maintenance, prioritizing work assignments, working independently, and communicating effectively with Custodians on different shifts.

### Essential Duties and Responsibilities

- Assists with planning, prioritizing and carrying out of custodial services at ~~a single high~~ the school site under the general guidance of the ~~Custodian Team Leader III~~ Manager of Maintenance and Operations and the Site Administrator. Identifies work that can be accomplished by evening and night custodial crews and identifies work to be performed by skilled maintenance specialists. Coordinates, assigns, and inspects the work of assigned Custodians, and provides communications to the staff or maintenance on matters needing attention.
- Assists in coordinating for events or large crews at a single site.
- Oversees rooms, furniture, and equipment arrangements for school activities and special events. May assign other custodial staff to supervise special events. Coordinates, directs, and may participate in the major cleaning of the school plant.
- Performs Custodian duties and may provide or coordinate orientation and training of Custodians.
- Assists with daily and weekly schedules for custodial services.
- Confers with school administrators or Maintenance and Operations management regarding custodial and maintenance needs of assigned building, grounds, and facilities.
- May maintain records and prepare reports. Orders, receives, inventories, stores, issues, and maintains necessary school and custodial supplies, materials, and equipment. Maintains the custodial supply inventory system.
- Unlocks doors and gates. Inspects buildings and grounds for damage, needed repairs, security, and safety hazards. Ensures the security of buildings and crews performing work.
- Prepares, submits, and follows up on major maintenance work requests. Ensures the maintenance, cleanliness, and proper operations of facilities.
- Follows guidelines and standards as established by the Director of Maintenance and Operations.
- Communicates effectively with students, staff, parents and the public using tact, diplomacy and courtesy in

sometimes confrontational or stressful situations.

- Performs other duties as assigned that support the overall objective of the position.
- Requires the ability to comprehend and follow district safety plans, procedures, and policies and all other district standards and procedures.

## **Qualifications**

### **▪ Knowledge and Skills**

Requires thorough knowledge of methods, materials, tools and equipment utilized in custodial and general maintenance. Requires considerable skill in using the full range of equipment used in custodial work. May require basic understanding of the operating principles of heating and air conditioning equipment. Requires knowledge of District operations, goals and objectives. Must have thorough knowledge of work hazards and safety practices. Requires knowledge of the practices and principles of team leadership. Must have sufficient communication skills to project a positive image and convey basic information to customers.

### **▪ Abilities**

Ability to comprehend and follow district safety plans, procedures, and policies. Requires the ability to perform all of the essential duties of the position without supervision. Requires the ability to schedule, assign and review the work of Custodians. Must be able to assist in the selection, leadership, and training of assigned staff. Requires the ability to plan, prioritize, and assign work in order to meet schedules and timelines. Must be able to write and maintain routine records and reports. Must be able to adapt and learn new procedures and programs as implemented by the District. Must be familiar with Health and Safety regulations. Requires the ability to communicate with peers and other District staff or public in a manner reflecting positively on the department and District. Requires the ability to comprehend and follow district safety plans, procedures and policies.

### **▪ Physical Abilities**

Requires the ability to perform heavy labor; to walk and stand continuously, bend, twist, kneel and stoop repeatedly. Job duties require repetitive arm and shoulder motions with moderate exertion. Required to lift, push, pull, and guide medium to heavyweight materials or equipment. Requires the ability to climb and use ladders safely. Requires visual acuity and depth perception to operate equipment and read safety materials. Requires auditory ability to carry on conversations in person and over the phone.

### **▪ Education and Experience**

High School diploma or equivalent required. Demonstrated reading and writing skills sufficient to perform duties, read and understand Material Safety Data Sheets (MSDS) required. Two years of custodial and maintenance experience and special training in safety and handling of cleaning products and biohazard materials required.

### **▪ Licenses and Certificates**

Depending upon assignment, a valid California driver's license and/or first aid training may be required.