

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED
SALARY TABLE: 29

CLASS TITLE: LEAD CUSTODIAN
SALARY RANGE: 22

BASIC FUNCTION:

Under the direction of the Custodial Supervisor, lead and participate in a variety of custodial activities to assure College buildings and adjacent grounds areas are maintained in a clean, orderly and secure condition; train and provide work direction and guidance to assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Lead and participate in a variety of custodial activities; coordinate custodial functions to meet College needs; assist in establishing custodial time lines and priorities; assure related activities comply with established standards, policies and procedures.

Assure College buildings, facilities and adjacent grounds areas are maintained in a clean, orderly and secure condition; inspect completed work compliance with established guidelines and procedures; monitor and adjust activities in response to College custodial needs.

Train and provide work direction and guidance to assigned personnel; assign employee duties and review work for accuracy and completeness; assist in developing employee schedules; distribute and assure subordinate employees have adequate supplies for daily custodial functions.

Oversee and participate in the sweeping, scrubbing, mopping, stripping, waxing and polishing of floors; vacuum rugs and carpets in classrooms, offices and other work areas; spot clean and shampoo carpets; spot mop spills; remove debris and graffiti as needed.

Lead and participate in the cleaning of classrooms, lounges, offices, hallways and other facilities as assigned; dust and polish furniture, equipment and woodwork; empty waste receptacles; collect recyclables; clean chalkboards, whiteboards, chalk trays and erasers; empty pencil sharpeners.

Clean and disinfect drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper, seat covers and other items; clean mirrors, tile, walls, doors and windows; unclog drains and toilets.

Oversee and participate in the picking up of paper and other debris from floors, campus grounds, walkways and areas adjacent to school facilities; sweep concrete surfaces adjacent to campus buildings; pressure wash sidewalks and other cement surfaces.

Move and arrange furniture and equipment as needed; oversee and participate in the set-up and assembly of chairs, tables and other furniture and equipment for special events and activities as

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assigned; clean up furniture, equipment and debris following these events.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns.

Operate custodial equipment such as vacuums, mops, small hand and power tools, buffer/scrubber machines, pressure washers and blowers.

Distribute, collect and account for keys for custodial personnel; lock and unlock doors, gates and windows as appropriate; turn lights on and off as needed; assure security of assigned areas according to established guidelines.

Perform a variety of routine general maintenance and repairs as assigned; change light bulbs as needed; report need for maintenance and repairs to appropriate authority.

Maintain routine records related to personnel, attendance and assigned activities.

Report safety, sanitary, security and fire hazards to appropriate personnel.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods, techniques, materials, tools and equipment used in modern custodial work.
Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.

Proper methods of storing equipment, materials and supplies.

Requirements of maintaining College buildings in a safe, clean and orderly condition.

Principles of training and providing work direction.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Appropriate safety precautions and procedures.

Basic record-keeping techniques.

Proper lifting techniques.

ABILITY TO:

Lead and participate in a variety of custodial activities.

Assure College buildings, facilities and adjacent grounds areas are maintained in a clean, orderly and secure condition.

Inspect completed work for accuracy, completeness and compliance with established guidelines and procedures.

Train and provide work direction and guidance to assigned personnel.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.

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Use cleaning materials and equipment in a safe and efficient manner.
Operate and maintain a variety of custodial equipment.
Move and arrange furniture and equipment.
Observe and report safety hazards and need for maintenance and repair.
Observe health and safety regulations.
Meet schedules and time lines.
Maintain routine records related to work performed.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years experience performing custodial activities.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Regular exposure to fumes, dust and odors.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of custodial equipment.
Walking or standing for extended periods of time.
Seeing to perform custodial duties.
Lifting, carrying, pushing or pulling moderately heavy objects as assigned by position.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Climbing ladders and working from heights.

HAZARDS:

Exposure to cleaning agents and chemicals.
Working on ladders.