

CUSTODIAL CREWLEADER**DEFINITION**

Under general supervision of the Custodial Supervisor, oversees and leads a traveling custodial night crew cleaning schools and administrative buildings within a geographical area of the District; inspects and evaluates work of subordinates; provides custodial training to crew members; performs cleaning and related tasks when necessary; and performs other related duties as assigned.

The typical duties and employment standards are representative of positions within this classification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties of the specific position.

TYPICAL DUTIES

Transports and provides work direction to a team of custodians cleaning schools in an assigned geographic area of the District; plans, coordinates and develops the schedule for each crew member; maintains control over work assignments and assigns work accordingly to assure that the cleaning schedule is maintained and work is distributed equitably among crew members; trains crew members in duties, equipment operation, material use, policies and regulations, safety standards, etc.; inspects finished work to insure a high standard is maintained; receives, discusses and resolves questions and problems presented by crew members; prepares a variety of reports regarding weekly inspections, safety issues, security concerns, employee absences, etc.; assists supervisor in the hiring and evaluating of custodial personnel; schedules and leads custodial staff in a thorough cleaning and restoration of sites during school vacation periods.

Inspects school site for hazards and repair needs and reports same to supervisor; locks and unlocks all doors, windows, gates and sets alarm systems; reports hazards, major repair needs, rooms left in unsatisfactory condition by school staff, and personnel problems to supervisor; orders cleaning supplies for own region through supervisor. Performs non-technical maintenance and repair duties as necessary; ensures equipment is operating properly; communicates frequently with site administrators, regarding special projects or requests, cleaning concerns, etc.; attends crewleader meetings and various training sessions.

As necessary, performs a variety of custodial duties: empties waste baskets and trash cans, and picks up trash; cleans and disinfects fountains, sinks, toilets, and adjacent areas; fills dispensers and machines; moves cabinets and other furniture; vacuums, sweeps, mops, and dry mops floors; strips and waxes a variety of surfaces, including wood, tile, and terrazzo; cleans chalkboards and sills; dusts ledges, lights, sills and counters; washes mirrors and windows; and performs other related duties assigned.

DISTINGUISHING CHARACTERISTICS

The **Custodian II** generally is assigned to, and responsible for, a specific site during the day under the supervision of a Principal or other site administrator; in addition to cleaning duties, the incumbent performs a variety of related duties supportive of school activities. Supervision is typically less immediate in this classification and there are more non-routine duties. The **Custodian III- (Site Based)** performs all the duties of a Custodian II, but is assigned to a specific middle school site and, in addition, provides basic lead direction by assigning and reviewing the work of Custodians I assigned to that site not served by a traveling crew. The **Custodial Crewleader** is responsible for the cleanliness of schools/offices in an assigned geographic area. This is a lead class assigned to train and provide work direction to a team of custodians traveling from site to site, and to personally perform custodial work on an as needed basis. The **Custodial Supervisor** is a single-position class that supervises the District custodial program provided by traveling crews cleaning school buildings, offices, and related areas; evaluates the custodial program; establishes standards and specifications, and inspects sites; provides technical advice to Principals supervising site-based custodial services.

EMPLOYMENT STANDARDS

Knowledge of: Cleaning methods and the use of cleaning materials, tools, and equipment required in custodial services; basic hand tools and their use; basic techniques for minor non-specialized repairs; and standard safety practices and procedures; and basic principles of effective training and work leadership.

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Ability to: Plan, schedule and coordinate work to meet established time lines; accomplish work independently and through others in a timely manner; accept responsibility and work effectively and efficiently without direct supervision; effectively lead, train, and evaluate subordinates; understand and follow oral and written directions; make sound operating decisions, including in emergencies; be reliable in attendance, punctuality, and follow through; resolve most operating problems and refer non-routine situations; work cooperatively and effectively with co-workers, supervisors and school staff; maintain cleaning schedules of assigned areas; operate assigned custodial equipment such as vacuums, buffers, carpet shampooers, etc.; use common cleaning materials in a safe and efficient manner; perform minor non-technical repairs with hand tools; order custodial supplies and monitor inventory; prepare work production and other reports; and maintain records.

Essential Physical Activities and Work Environment: Sufficient stamina to stand, walk, climb, kneel, crawl, reach, twist, crouch, squat, balance and bend in the performance of custodial functions on a daily basis; strength to transport boxes, trash cans, equipment and other objects weighing up to 50 pounds; mobility to climb and descend ladders; sufficient finger dexterity to operate cleaning equipment and grasp, push, and pull heavy equipment and objects (e.g. desks, chairs, tables, file/storage cabinets, audio/visual equipment, etc.) weighing over 150 lbs; sufficient stamina to perform moderate to heavy manual labor on an occasional basis; mobility sufficient to drive a vehicle to various locations throughout the District; sufficient dexterity to work in confined areas; sufficient hearing to comprehend ordinary conversation and hear warnings; sufficient clarity of speech to give directions, training, and warnings, and to exchange information about site conditions with others; and sufficient visual acuity to drive a van, spot safety hazards, monitor cleanliness of completed work areas and read fine print.

Work is subject to exposure to dust, dirt, odors, noise, vibrations, heights, poor ventilation, solvents, chemicals and fumes. Work is conducted occasionally in adverse weather conditions, and is performed in both indoor and outdoor environments.

Typical Background: Any combination of training and experience that demonstrates the knowledge and abilities to perform the typical duties. A usual way to obtain the knowledge and abilities would be at least two years of custodial work, preferably including lead or training responsibilities or one year of custodial work and one year of responsible lead or supervisory experience. Experience in carpet and hard floor care, preferably in a public school setting, is also highly desirable.

Licenses and/or Certificates: Possession of a valid Class C California driver's license and the ability to drive a stick shift vehicle is required. Must meet District vehicle and liability insurance requirements, as appropriate. May be required to obtain job-related certificates after appointment.

Qualifications: In order to be considered qualified for a vacancy in this classification, a candidate must possess the required background and successfully demonstrate such background, knowledge, skills and abilities through an examination process.

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