

KERN COUNTY SUPERINTENDENT OF SCHOOLS
REVISED/APPROVED AUGUST 2007
RANGE: 46.0
CLASSIFIED
CODE: 2, 3, 5, 7, 8, 9

LEAD CUSTODIAN

DEFINITION

Under direction, the Lead Custodian will plan, coordinate, supervise, and participate in the cleaning of County Office facilities;

supervise floor maintenance;

do other related work as required.

EXAMPLES OF DUTIES

Confer with a variety of County Office personnel relative to the maintenance, care, and cleaning of the City Centre and its facilities in the immediate City Centre area and the assignment of personnel.

Review and inspect school facilities to ensure against safety hazards, and to ensure that a standard of cleanliness is maintained;

prepare evaluative reports of custodial personnel, and may provide technical input relative to the employee performance evaluation process;

may lead and participate in cleaning activities including vacuuming, dusting, polishing, and stripping;

drive a service vehicle to and from custodial operation work sites;

deliver supplies and equipment.

QUALIFICATIONS

Knowledge of:

Methods, materials, and equipment utilized in a comprehensive cleaning operation;

principles, methods, and procedures of organization, supervision, and employee motivation;

requirements for maintaining school facilities in a safe, clean, and sanitary condition;

safe working methods and procedures.

Ability to:

Estimate accurately time and materials required in the conduct of a comprehensive custodial operation;

plan, organize, coordinate, and supervise a comprehensive cleaning operation;

maintain a variety of files and records, and prepare and present clear and concise reports;

understand and carry out oral and written directions;

establish and maintain cooperative working relationships;

lift 50 pounds, climb ladders, stoop, bend, kneel, squat, crawl, stand for long periods of time, work with arms extended above body, work outdoors during inclement weather, and see and hear sufficiently to safely perform the duties listed above.

Experience:

One year of experience with the County office or three (3) years of experience with another institution.

One year in a lead or supervisory capacity desirable.

Education:

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in organization and supervision, custodial operational methods and procedures, or other related areas.

Conditions of employment:

Pre-employment drug testing along with a pre-employment physical is a condition of employment.

Some positions may require proof of privately owned automobile insurance and possession of a valid California Motor Vehicle operator's license which must be maintained for the duration of the assignment.

Fingerprint clearance by both the Federal Bureau of Investigation and the California Department of Justice is a condition of appointment after all other required job conditions have been met.

Must present verification of completion of Child Abuse Mandated Reporter training or obtain verification within six (6) weeks of hire and annually thereafter, as required by the California Child Abuse and Neglect Reporting Act.

This position has a probationary period of six months or 130 days, whichever is longer. This position may require working evenings and weekends.

TS: gs

11/23/15

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