



TITLE:		REPORTS TO:	
DEPARTMENT/SCHOOL:		CLASSIFICATION:	
FAIR LABOR STANDARDS ACT CLASSIFICATION:		WORK YEAR: HOURS:	
APPROVED: Commission Board		SALARY GRADE:	

Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District’s merit system rules, human resources policies and labor contract provisions

Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment

Plans, coordinates, inspects and evaluates the custodial operations of assigned custodial personnel; confers with District and high school administrators to develop and document cleanliness and safety standards; conducts regular safety and cleanliness inspections to ensure conformance with standards

Supervises the testing of supplies and materials used in custodial services; recommends the acquisition of new types of supplies, materials and equipment for District-wide use

Confers with and advises head custodians regarding the resolution of personnel problems and issues and the establishment of performance and training standards for custodial personnel

Prepares and maintains a variety of records and reports, including time cards, worksheets, accident reports and maintenance requests

Responsible for carrying out the District's safety program in the work unit; establishes, implements and ensures adherence to work safety policies and procedures; ensures health and safety precautions are observed and hazards are eliminated; educates employees on rules, regulations, safe work habits and potential hazards presented by their work environment

Researches new operational methods, techniques and equipment and recommends their

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and five years of custodial experience, including two years in a lead capacity; or an equivalent combination of training and experience.

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy

ENVIRONMENT:

Indoor and outdoor work environment

Subject to fumes, dust and odors

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and a variety of equipment

Walking or standing for long periods of time

Seeing to perform duties

Lifting, carrying, pushing or pulling objects typically weighing 50 – 75 pounds

Hearing and speaking to exchange information

Bending at the waist, kneeling or crouching

Reaching overhead, above the shoulders and horizontally

Climbing ladders and working from heights