CITY OF OCEANSIDE

REVISION: JAN 2006
CLASS CODE: 2227CE
UNIT: OCEA

LEAD CUSTODIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general supervision, to perform a variety of the more responsible and complex custodial and building maintenance duties related to the cleaning and upkeep of assigned buildings and facilities; to set up and remove tables, chairs and equipment for special events, activities and meetings; to provide lead direction and training to lower level custodial staff; and to perform related duties as assigned.

CLASS CHARACTERISTICS

This is the advanced journey level class in the Custodial series. Positions at this level are distinguished from the other class in this series by the level of responsibility assumed and the complexity of the duties assigned. The Lead Custodian oversees an assigned crew and provides lead direction and training to lower level custodial staff. Employees at this level are fully trained in all procedures related to assigned area of responsibility.

EXAMPLES OF DUTIES--*EXAMPLES OF DUTIES PERFORMED BY EMPLOYEES IN THIS CLASS MAY NOT INCLUDE ALL REQUIRED DUTIES, NOR ARE ALL LISTED TASKS NECESSARILY PERFORMED BY EVERYONE IN THIS CLASS.*

Oversees and participates in the more complex custodial and related building maintenance repair; sweeps, scrubs, oils, waxes and polishes floors; vacuums and shampoos rugs and carpets; dusts and polishes woodwork, furniture, fixtures and equipment; empties, cleans and sanitizes waste receptacles; cleans and sanitizes lavatories and related fixtures including drinking fountains, sinks, urinals, and toilets; replenishes supplies and materials; washes windows, walls and mirrors; assists in the preparation of rooms and facilities for special events, activities and meetings; moves and arranges tables, chairs, office furniture and equipment; hoses sidewalks; collects and disposes of debris; cleans and sanitizes jail cells; maintains stock of janitorial supplies; operates vacuum cleaners, waxers, buffers and other power tools; provides direction and training to assigned crews; may perform grounds maintenance work and other duties as reuqired.

MINIMUM QUALIFICATIONS

Knowledge of:

Basic practices and principles of lead supervision and training;
Methods, materials and equipment used in custodial and general building maintenance work;
Proper methods of storing equipment, materials and supplies;
Operational characteristics of cleaning equipment and materials; and
Occupational hazards and standard safety practices.

Ability to:

Lead, organize, train and review the work of assigned staff;
Perform the most complex types of custodial and routine building maintenance tasks;
Operate a variety of custodial equipment, supplies and materials in a safe and effective manner;
Work independently in the absence of supervision;
Understand and carry out oral and written instructions;

Communicate clearly and concisely, both orally and in writing; and
Establish and maintain effective relationships with those contacted in the course of work.

Experience and Training Guidelines
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Experience:

Two years of increasingly responsible custodial experience. Supervisory or lead experience desirable.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

License or Certificate:

Possession of an appropriate, valid California driver's license at the time of appointment.

WORKING CONDITIONS

Environmental Conditions:

Indoor and outdoor environment; exposure to cleaning chemicals, solvents, lubricants, noise, dust and toxic fumes.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for standing, walking, bending or crouching for prolonged periods of time; light to moderate lifting; operating motorized equipment.