



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED SUPERVISORY

LEAD CUSTODIAN (NIGHTS)

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, plan, organize, lead and participate in custodial activities and in the routine maintenance functions of District school sites and facilities during night shifts; plan, coordinate, organize and lead the activities required to maintain large buildings and adjacent grounds in an orderly, clean, safe, sanitary and secure condition; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Determine the appropriate priority of custodial work activity during night shifts.
- Schedule and coordinate routine maintenance work.
- Confer with the site management team, and others, to determine special setup requirements and work scheduling to accommodate site activity programs and various community activities.
- Counsel, confer with and advise site personnel, and others, concerning the standards of cleanliness, sanitation and security of assigned site.
- Inspect buildings and grounds for damage, hazards, needed repairs and security.
- Recommend and/or prepare work order requisitions to correct site operational problems and concerns.
- Conduct inventories, order and maintain an appropriate stock of custodian supplies, materials and equipment.
- Plan, organize, coordinate, lead and participate in the major cleaning of the District school sites and facilities.
- Assist in the planning, organization and presentation of custodial personnel orientation and in-service training programs.
- Review and monitor the work performance of the site custodial personnel to ensure adherence to District standards of cleanliness, sanitation, safety and security.
- Provide technical input for performance evaluations and discipline of site custodial personnel.
- Inspect heating, electrical, air conditioning and water treatment equipment.
- Perform routine adjustments and non-technical general maintenance work.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Methods, materials and equipment utilized in custodial and maintenance functions and activities at District school sites and facilities.
- Requirements and standards for maintaining District school sites and facilities in a safe, clean, orderly and secure condition.
- Principles, methods, techniques and procedures for organizing, leading, training and discipline of custodial personnel.
- Operating principles of heating, ventilation, air conditioning and water systems.
- Safe working methods and procedures.

ABILITY TO:

- Plan, organize, coordinate and lead custodial personnel.
- Demonstrate leadership, good judgment and tact.
- Accurately estimate time and materials in relation to custodial and maintenance functions and activities.
- Establish and maintain a simple data management, storage and retrieval system.
- Prepare and present comprehensive and concise operational reports.
- Understand and carry out oral and written directions.
- Establish and maintain cooperative working relationships.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a GED certificate, or a higher degree.

EXPERIENCE:

Three years of experience in maintaining District school sites and facilities, including one year in a lead supervisory capacity.

Recent job-related experience within last five years is required.

LICENSES, CERTIFICATIONS AND OTHER REQUIREMENTS:

- Verification of a valid California Motor Vehicle Operator's license.
- Insurability by the District's liability insurance carrier may be required.

PREFERRED QUALIFICATIONS:

Supplemental training or course work in management organization, supervision or other closely related areas is preferred, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Office work environment.

Custodial work environment.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that the position classification must perform in carrying out essential job functions.

Persons performing service in this position classification.

- Will exert 50 to 75 pounds of force infrequently, and 10-45 lbs. of force frequently, to lift, carry, push, pull or otherwise move objects.
- Must be able to ascend and descend ladders, stairs, scaffolding and ramps.
- Will walk or stand for extended periods.
- Must be able to perceive the nature of sound, visual acuity, depth perception.
- Must be able to provide oral information.
- Must possess the manual dexterity necessary to prepare equipment and to use hand tools, and the ability to handle and work with various materials and objects needed to perform this job.
- Will be occasionally exposed to hot, cold, wet, humid or windy conditions, caused by weather, may occasionally be experienced.
- May come in skin contact with cleaning detergents, abrasives and disinfectants.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

Exposure to cleaning agents and chemicals.

Working on ladders.

Revision Date: 1/1/2022