

## **LEAD CUSTODIAN**

### **DEFINITION**

Under the direction of the Custodial Supervisor, plans, organizes, leads and participates in custodial activities and in the routine maintenance functions of District school sites and facilities; plans, coordinates, organizes and leads the activities required to maintain large buildings and adjacent grounds in an orderly, clean, safe, sanitary and secure condition; performs other related work as assigned.

### **ESSENTIAL DUTIES**

determines the appropriate priority of custodial work activity; schedules and coordinates routine maintenance work  
confers with the site management team, and others, to determine special setup requirements and work scheduling to accommodate site activity programs and various community activities  
counsels, confers with and advises site personnel, and others, concerning the standards of cleanliness, sanitation and security of assigned site  
inspects buildings and grounds for damage, hazards, needed repairs and security  
recommends and/or prepares work order requisitions to correct site operational problems and concerns  
conducts inventories, orders and maintains an appropriate stock of custodian supplies, materials, and equipment  
plans, organizes, coordinates, leads and participates in the major cleaning of the District school sites and facilities  
assists in the planning, organization and presentation of custodial personnel orientation and in-service training programs  
reviews and monitors the work performance of the site custodial personnel to ensure adherence to District standards of cleanliness, sanitation, safety and security  
provides technical input for performance evaluations, and discipline of site custodial personnel  
inspects heating, electrical, air conditioning and water treatment equipment, performs routine adjustments and non-technical general maintenance work

### **QUALIFICATIONS**

**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

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