



West Valley - Mission
Community College District

CLASS SPECIFICATION

CUSTODIAN LEAD

Classified Position (Non-Exempt Status)
Classified Operations & Support Services Salary Schedule – Range 52

DEFINITION

To assist in developing daily work schedules, prioritizing tasks, providing supplies and cleaning assigned area(s), and providing technical assistance to an assigned supervisor. Employees in this position may work independently on specific tasks, or coordinate team projects for custodial duties and activities.

To perform a variety of cleaning tasks in assigned district facilities; to assist with room setup for meetings and special events; and to perform minor facilities maintenance tasks.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level of the Custodian maintenance class series. Positions at this level are distinguished from other classes by the level of responsibility assumed, complexity of the duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of coordination with campus users. Employees perform the most difficult and responsible types of duties, including prioritizing work, and providing lead direction over personnel. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from an assigned supervisor.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Assist the Supervisor in the day-to-day coordination of a group of custodians.

Ensure assigned duties are completed and on schedule.

Communicate with supervisor for supply, materials and equipment needs.

Assess completion of assigned work and share the findings with the supervisor.

Assist in prioritizing work and ensuring that all cleaning areas are serviced and cleaned as needed when scheduled or unscheduled staff shortages occur.

Assist in training custodial staff in proper cleaning methods, techniques, and procedures.

Utilize the work order system to retrieve, coordinate and provide information on campus.

Clean and sanitize restrooms, including fixtures, floors, and mirrors; replenish soap and paper goods.

Pick up refuse from facilities and grounds; empty ashtrays and urns, wastebaskets, and other receptacles.

Vacuum, sweep, mop, and polish floors and exterior steps.

Clean stairs, hallways, corridors, walls, moldings, boards, outside steps, windowsills, and other designated areas.

Clean blinds, radiators, grills, intake and exhaust vents, light fixtures, elevator interiors; polish metal fixtures and handrails.

Dust, clean and/or wax work surfaces including desktops, furniture, and woodwork.

Move and rearrange furniture and other equipment, as needed.

Perform special maintenance projects such as power washing of graffiti, set up for large special events, periodic window washing and/or carpet shampooing, and stripping/waxing of tile floors.

Maintain custodial equipment in good working order.

Read and interpret work orders.

Build and maintain positive working relationships with co-workers, other district employees and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods, materials, and equipment used in custodial work.

Proper sanitization methods.

Safe work practices.

Floor care maintenance including stripping, waxing, polishing, and burnishing; carpet care maintenance including spotting and deep extraction.

Current OSHA safety standards, and Material Safety Data Sheet (MSDS) information.

Ability to:

Safely and efficiently operate equipment including carpet extractors, rotary floor machines, and power washers.

Train others in safe and proper use of equipment and chemicals.

Understand and follow written, verbal, or demonstrated instructions in the performance of custodial duties in an assigned area of a college campus.

On a continuous basis, know and understand custodial operations and observe safety rules; identify and locate equipment; read and interpret work orders; and remember equipment location.

On a continuous basis, stand and walk while performing custodial duties. Intermittently, sit while reading or preparing reports; bend, squat, climb, kneel, and twist when performing maintenance on a facility; perform simple and power grasping, pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or less.

Use cleaning materials and equipment with skill and efficiency.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Two years of responsible journey experience similar to Custodian with the West Valley-Mission Community College District.

Education:

Equivalent to the completion of the twelfth grade.

License and Certificate

May need to possess an appropriate, valid California driver's license as required by the position.

EEO Category: Service/Maintenance

Date Approved: October 24, 2023