

Linden Unified School District  
Classification Specification

7.11

Lead Custodian - Maintenance

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**Classification: Classified**

**Salary Range: 30**

**Work Year: 260 Days**

**FLSA Status: Non-exempt**

**Board Ratified:**

**OVERALL RESPONSIBILITY**

Under direction of the Director of Maintenance assumes the responsibility for the cleaning and maintenance of Linden High School and supervises the custodians and custodian-maintenance personnel assigned to the high school.

**SPECIFIC RESPONSIBILITIES:**

Responsibility to:

- Supervises, schedules, and coordinates the work of custodial and custodian-maintenance staff at the high school, assigns staff to meet heavy work loads including overtime work at special events.
- Trains and instructs custodians and custodian-maintenance to proper work methods and procedures.
- Confers with the principal and the vice principal regarding cleaning programs and procedures.
- May confer with the principal and staff concerning requests for assistance, materials and supplies, special arrangements and problems related to cleanliness and maintenance.
- Conducts frequent inspections of the school plant to insure that standards of safety and cleanliness are met
- Supervisors or personally performs routine repairs, maintenance and adjustments to building fixtures, furniture, and equipment and reports needed major repair work to the Director of Maintenance.
- Operates or assists in the operation of heating and air conditioning units and services same
- Supervises and assists in arranging facilities for night activities and meetings
- Performs several or all of the responsibilities listed for custodian-maintenance at a high degree of competence
- Operates truck and needed power equipment
- Prepares and maintains necessary records and reports
- does related work as required

**QUALIFICATIONS**

Minimum Requirements:

Knowledge of:

- Principals of supervision, methods, materials and equipment used in school maintenance and custodial work.
- Requirements for maintaining school buildings in a safe, clean, and orderly condition
- Operations of heating and air conditioning units

Ability to:

- Plan work schedules for and supervise employees,
- Logically plan and organize work and estimate quantity and type of materials and supplies needed,
- Use cleaning materials and equipment and tools with skill and efficiency,
- Perform heavy physical labor,
- Understand and carry out oral and written directions,
- Make independent decisions,
- Maintain accurate records,
- Maintain cooperative relationships with those contacted in the course of work.

Education:

- High School diploma or equivalent.

Experience:

- Four years experience as a custodian in a school district including two years in a supervisory or lead position

**OTHER CHARACTERISTICS:**

**PHYSICAL DEMANDS:**

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

- This type of work will involve walking, standing or sitting for extended periods.
- Stooping, squatting, kneeling, overhead reaching and repetitive bending may be involved frequently with this position.
- Perceiving the nature of sound, near, far, and color vision, depth perception, providing oral information, the manual dexterity to operate equipment, and handle work with various materials and objects are important aspects of this job.
- Reasonable accommodations may be made to enable a person with a disability to perform the essential functions of the job.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.