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Section: **Operations and Transportation Services**

Job Title: **CUSTODIAN, TEAM LEAD**

**RANGE: 55**

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Under the supervision of the Director of the Department, and/or designee, lead a team of custodians in routine custodial duties; ensure buildings, office areas, and adjacent grounds are kept clean and orderly.

**Typical Duties:**

1. Lead and assist a crew in the performance of their custodial duties;
2. Communicate regularly with supervisor regarding team members and assignments;
3. Provide instruction and assist with training of new personnel; demonstrate proper methods and functions by example and knowledge of job;
4. Assist in determining work schedules and distributing materials;
5. Use established procedures and/or policies to ensure all custodial duties are completed at each assigned site prior to departure;
6. Responsible for securing assigned areas according to established policies and procedures including, but not limited to, locking and unlocking doors, window, and gates, turning lights on and off, and setting alarms;
7. In the absence of Site Custodian, perform general maintenance;
8. Make minor, nontechnical repairs and adjustments;
9. Responsible for driving team members, securing, stocking, and maintaining District assigned vehicle;
10. Maintain phone and/or two-way radio communications with custodial team, supervisor, and department base; responsible for District-issued phone;
11. Attend and participate in district-required meetings and/or trainings;
12. Perform other related duties as assigned.

**Personal Characteristics:**

Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgment, and ability to work cooperatively with others.

**Position Qualifications:**

**Knowledge of:**

Proper methods, techniques, materials, tools, and equipment used in modern custodial work; cleaning methods for floors, carpets, furniture, walls, windows, and fixtures; proper methods of storing equipment, materials, and supplies; appropriate safety precautions and procedures; proper lifting techniques; principles and techniques of training and leading; establishing workloads and scheduling; use and maintenance of power equipment; district alarm systems.

**Ability to:**

Use tools and equipment necessary to perform custodial work; perform satisfactorily as a leader of a custodial crew; provide instruction, training, and give clear directions; inspect, correct, and provide written reports of work accomplished; safely and effectively operate a moving vehicle; understand and follow oral and written instructions; establish and maintain cooperative working relationships.

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**Experience:**

One year of experience as a Site Custodian, Gym and Locker Room Custodian, **OR** two years as a custodian with experience in commercial or institutional team cleaning.

**Education:**

High school diploma or equivalent.

**License Requirement:**

Hold and maintain a valid California Driver License.

**Physical Abilities/Environment:**

Physically and mentally able to perform the essential duties of a position without hazard to themselves or others. Ability to stand, walk, climb, bend and twist, kneel, crawl and stoop for extended periods of time. Lift and move equipment and furniture weighing up to 75 pounds. Reach in all directions. Sit for brief periods of time. Adequate sight or corrected vision for the purpose of driving vehicle, reading labels, directions, procedures and other printed matter. Hear and understand speech at normal levels to communicate with others. Possess dexterity of hands, fingers, arms, legs and feet to drive assigned vehicles and operate custodial equipment. Indoor and outdoor environment, subject to varying weather conditions.