

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Custodial Crew Leader

Unit: Maintenance & Operations

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Job Code: E1288
Original Date: 08/1983
Last Revision: 08/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 21

DEFINITION

Under the direction of a Regional Facilities Officer or a Facilities Supervisor, perform as a working lead and provide work direction and guidance to custodians. Lock and unlock doors and gates for faculty and non-faculty use.

EXAMPLE OF DUTIES

1. Coordinate the work of a group of custodians; assure that work is completed in a timely fashion in accordance with instructions. Plan, organize, and assist with distributing workload and assignments.
2. Assist assigned custodians with work-related problems.
3. Obtain needed supplies from storeroom and distribute as necessary.
4. Ensure assigned areas are maintained in a clean, orderly, and safe condition.
5. Inspect buildings; report unsatisfactory or dangerous situations which cannot be immediately corrected to appropriate authority.
6. Clean school and office rooms, halls, walks, meeting areas, and dining areas; participate in such activities as sweeping, polishing, mopping, dusting, waxing, and disinfecting. Assure proper collection and storage of recyclables.
7. Train new custodians; provide work direction and guidance as necessary; demonstrate cleaning methods; assist in review of custodian's work.
8. Ensure the rooms are arranged for special events and meetings and are restored to normal following the event.
9. Complete time sheets and overtime sheets for custodians. Assist in performance evaluations, one on ones, and work injury reports.
10. Receive and deliver equipment and supplies; perform general repairs.
11. Perform regular safety checks of campus. Report suspicious individuals and/or activities.
12. Interact with students, faculty, staff, and administrators.
13. Work with other staff and campus police in the event of an emergency, disaster, or hazardous situation.
14. Monitor operation of boiler, air conditioning, and fire alarm systems in the absence of specialized personnel.
15. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Basic computer skills.
- Basic electrical, plumbing, heating, and air conditioning.
- Basic practices involved in training and directing the work of others.
- Cleaning materials, disinfectants, and equipment used in custodial work.
- Common tools and their names.
- Methods of cleaning and preserving floors, walls, and fixtures.
- Modern cleaning methods, materials, tools, and equipment.
- Overall knowledge of employee/employer rights regarding application of rules and regulations.
- Safe electrical practices.
- Safety rules and regulations applicable to school buildings.

Skills and Abilities:

- Communicate effectively both orally and in writing.
- Establish and maintain effective working relationships with others.
- Make simple math calculations.
- Move furniture and set up rooms and buildings for special occasions.
- Operate equipment used in custodial trades.
- Prepare special work assignments and assure completion.
- Read diagrams and blueprints.
- Understand and follow oral and written directions.
- Work with, train, and provide work direction to a staff of custodians.

Training and Experience:

- Any combination of training and experience equivalent to: two years of custodial experience at the level of Custodian.

License:

- Valid California driver's license.

WORKING CONDITIONS

Physical Requirements:

- Category I

Environment:

- May include less desirable extremes.