

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Senior Custodial Crew Leader

Unit: Maintenance & Operations

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Job Code: E1850
Original Date: 12/2001
Last Revision: 05/2018
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 29

DEFINITION

Under the direction of a Regional Facilities Officer or other Facilities Services Supervisor, assist the Regional Facilities Officer with operations and maintenance services and plant management; provide work direction and guidance to crew leaders or a shift of custodial staff, working with all levels of staff and students; perform routine administrative, technical, and clerical duties.

DESINGUISHING CHARACTERISTICS

The Senior Custodial Crew Leader uses independent judgment to assist the Regional Facilities Officer by performing routine administrative, technical, and clerical duties and providing work direction and guidance to Custodial Crew Leaders, a shift of Custodians, and Utility Workers. The Custodial Crew Leader performs as a working lead and may; (1) provide work direction and guidance to Custodians or (2) serve as an assistant to the shift supervisor on a large shift.

EXAMPLES OF DUTIES

1. Coordinate, plan, and organize work schedules for day shift custodians, crew leaders, utility workers, and others; provide technical direction and guidance in the preparation of work projects. Assure that work is completed in a timely fashion in accordance with instructions; monitor the maintenance of rooms, restrooms, halls, fixtures, and equipment; review completed work assignments. Ensure assigned areas are maintained in a clean, orderly, and safe condition.
2. Assist Regional Facilities Officer, staff, and faculty with improvements and alterations; assign special duties for educational, social, and civic activities and assist in arranging facilities for special events and restore to normal following the event.
3. Assist Regional Facilities Officer in preparing statistical and narrative reports; assist with analysis and recommendations for changes in operating policies and procedures. Assist with performance appraisals; make employment and transfer recommendations.
4. Assist Regional Facilities Officer in conferring with vendors, contractors, and district staff pertaining to capital improvement, remodeling, and maintenance projects. Persuade others for services required and for successful transaction of business.
5. Review custodial supply budget and control expenditures. Estimate and order supplies and materials, keeping track of budgets, purchases, and contracts for services. Use computer and spreadsheet for budget reconciliation and updating budgets records. Assist with budget and capital outlay expenditures.
6. Complete time sheets and overtime sheets for custodians; receive and process equipment repair orders, invoices, and service requests. Use computers and software, including spreadsheets and tracking applications.
7. Order, receive, and deliver equipment and supplies; check packing slips for completeness and accuracy; obtain needed supplies from storeroom and distribute as necessary. Conduct monthly inventories and assure proper equipment and materials are available.

8. Perform general repairs on custodial equipment. May perform handyman duties in the absence of Utility Workers, such as install restroom dispensers, hang banners, mount shelves, replace ceiling tiles, paint stairs, and campus trash cans, cig, urns.
9. Interact with faculty, administrators, and staff to provide special services and resolve problems regarding special situations. Respond to requests for services and updates in person, using computer email, or via the telephone. Explain relative policies, procedures, and practices.
10. Clean school and office rooms, halls, walks, meeting areas, and dining areas; participate in such activities as sweeping, polishing, mopping, dusting, waxing, disinfecting, and similar tasks. Assist assigned custodians with work-related problems.
11. Train new custodians; demonstrate cleaning methods; assist in review of custodian's work and operation of custodial equipment, such as pressure washer and sit down scrubber.
12. Perform regular safety checks of campus and inspect buildings; identify safety problems; report unsatisfactory or dangerous situations which cannot be immediately corrected to appropriate authority. Ensure fire extinguishers are updated annually and in proper working condition.
13. Monitor operation of boiler, air conditioning, and fire alarm systems in the absence of specialized personnel. Review HVAC, plumbing ,and electrical concerns.
14. May represent the Regional Facilities Officer at meetings. May be called for weekend emergencies.
15. Assist with recycling of campus materials (metal, furniture, paper) and turn in recycle weights and funds to Regional Facilities Officer.
16. Perform related duties as assigned.

DESIRABLE QUALIFICATIONS

Knowledge:

- Common tools and their names.
- Computer software involving word processing, spreadsheets, and databases.
- Coordinate work with personnel from a variety of district departments and external organizations.
- Custodial methods, materials, chemicals, disinfectants, hand tools, and equipment.
- District policies, rules, regulations, and procedures as applied to assigned program.
- Interpersonal skills using tact, diplomacy, and courtesy.
- Modern cleaning methods, materials, tools, and equipment.
- Operation of equipment used in custodial trades.
- Oral and written communications skills.
- Overall knowledge of air-conditioning, lighting, heating, and plumbing systems.
- Personnel policies and procedures related to assigned area.
- Principles of effective supervision and training.
- Record-keeping techniques.
- Safety rules and regulations applicable to school buildings.
- Sanitation and safety measures used in the operation, cleaning, and care of equipment and work areas, including handling of hazardous materials.
- Technical aspects of building and maintenance trades sufficient to assess need for services and monitor progress.

Skills and Abilities:

- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.
- Develop budget and control expenditures.
- Establish and maintain effective working relationships with others.
- Establish and meet schedules and time lines.
- Estimate and order materials and supplies needed.
- Exercise judgment and discretion in handling confidential and sensitive matters.
- Explain information to employees clearly and accurately.
- Maintain records and prepare reports.
- Move furniture and set up rooms and buildings for special occasions.
- Plan, organize, coordinate, and supervise the work of a custodial staff.
- Prepare special work assignments and assure completion.
- Understand and follow oral and written directions.
- Use computer software involving spreadsheets, databases, and other relevant kinds.
- Work cooperatively with others.
- Work independently with little direction.
- Work with, train, and instruct a staff of custodians.

License:

- Valid California driver's license.

Training and Experience:

- Any combination of training and experience equivalent to: graduation from high school plus three years of custodial experience, including two years custodial crew leading experience or one year custodial supervisory experience.

WORKING CONDITIONS

Physical Requirements:

- Category I

Environment:

- May include less desirable extremes.