



SENIOR LEAD CUSTODIAN

BASIC FUNCTION

Under the direction of an assigned supervisor, the Senior Lead Custodian plans, organizes, leads, trains, and coordinates the work of custodial staff; participates in and ensures the cleaning and general maintenance of District facilities.

DISTINGUISHING CHARACTERISTICS

Incumbents in this classification are responsible for all aspects of the leadership and coordination of the work of custodial staff, ensuring duties are performed per standards and procedures. The Senior Lead Custodian role requires full knowledge of custodial practices, procedures, equipment use, and safety standards, and is the highest level of the custodian classifications.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.

1. Train, coordinate, plan, organize, monitor, and lead custodial staff and their work, ensuring all District facilities are kept clean, safe, and sanitary.
2. Schedule and deploy staff to perform daily custodial duties, as well as special event requests and emergency demands.
3. Assist the supervisor in managing and scheduling leave requests and other employment related processes for custodial staff and ensure appropriate records are kept.
4. Monitor and inspect cleanliness and safety compliance of facilities. Mentor and train custodial staff on proper techniques, procedures, standards, and security measures.
5. Perform and/or oversee minor maintenance and repair needs. Report safety hazards and maintenance needs and ensure appropriate disposition. Assist with campus animal control.

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Date Revised: July 2024/ Date Approved:

6. Plan, organize, order, receive, maintain, disperse, and manage custodial supplies and equipment, ensuring adequate supply and cost-effective purchasing. Ensure custodial equipment is properly maintained, repaired, and/or replaced.
7. Confer with administration, faculty, and staff concerning set-ups and special events; oversee and participate in cleaning and setting up equipment for meetings and special events. Coordinate the moving of office spaces.
8. Assist in custodial department budget development, review, and management.
9. Perform general custodial duties as required.
10. Perform job-related duties as assigned.

QUALIFICATIONS

Knowledge Of:

- Principles and practices of leadership and directing.
- Methods, procedures, materials, chemicals, and equipment used to safely and effectively clean, sanitize, and maintain facilities.
- Safety and sanitation practices and procedures used in all aspects of the performance of custodial duties.

Skills and Abilities To:

- Plan, organize, supervise, train, and evaluate custodial staff.
- Plan, schedule, and monitor custodial work to ensure it is performed in an efficient, effective, and timely manner.
- Interpret and explain procedures, practices, and expectations to custodial staff, both verbally and in writing.
- Prepare and manage custodial budgets and inventory.
- Train custodial staff to operate custodial equipment correctly and safely.
- Physically perform all assigned custodial tasks.
- Work cooperatively with others.
- Demonstrate a commitment to diversity, equity, inclusion, and accessibility.

Education and Experience:

Combination equivalent to High School Diploma or GED and three years of experience performing custodial or related duties.

Certificates, Licenses, Special Requirements:

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

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Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

WORKING CONDITIONS

Work Environment:

Duties are primarily performed indoors and occasionally outdoors. Work may be performed at various hours, including regularly during evening or night-time hours, and/or on weekends, and on call due to emergency situations. Work may be performed alone for extended periods of time. Exposure to chemicals, dust, fumes, dirt, and other contaminants is common. Exposure to elevated noise levels at times when training others or using custodial equipment.

Physical Demands:

Work is performed primarily while standing or walking at a normal pace; reaching and stretching with the arms; and grasping, holding, reaching, and twisting with the hands. Lifting, moving, and/or carrying up to 50 pounds. Stooping, bending, kneeling, and reaching occurs regularly. Use of a ladder to 10 feet occurs occasionally.

Vision: See in the normal visual range with or without correction. Hearing: Hear in the normal audio range with or without correction.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Mental Demands:

Work independently in an environment of frequent interruptions. Frequent problem solving and decision making with sound judgement. Handling stress created by multiple tasks and deadlines.