

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: LEAD CUSTODIAL/MAINTENANCE WORKER

BASIC FUNCTION:

Under the direction of the Manager, Facility Services, lead and participate in a variety of custodial and routine building maintenance activities to assure County Office buildings and facilities are maintained in a safe, clean, orderly and secure condition; train and provide work direction and guidance to assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Lead and participate in a variety of custodial and routine building maintenance activities; coordinate custodial functions to meet County Office needs; assist in establishing custodial time lines and priorities; assure related activities comply with established standards, policies and procedures.

Assure County Office buildings and facilities are maintained in a safe, clean, orderly and secure condition; inspect completed work to assure compliance with established guidelines and procedures; monitor and adjust activities in response to County Office custodial needs.

Train and provide work direction and guidance to assigned personnel; assign employee duties and review work for accuracy and completeness; provide input concerning applicant interviews and employee evaluations as requested.

Oversee and participate in the sweeping, scrubbing, mopping, stripping, waxing and polishing of floors; vacuum rugs and carpets in classrooms, offices and other work areas; spot clean and shampoo carpets; spot mop spills.

Coordinate and oversee the preparation of facilities and set-up and assembly of chairs, tables and other furniture and equipment for meetings and other events; oversee and participate in the clean up of furniture, equipment and debris following these events.

Lead and participate in a variety of general maintenance and repairs; install, repair, adjust and replace electrical, plumbing and various other parts, components and fixtures; replace light bulbs and ballasts; unclog drains and repair leaks.

Oversee and participate in cleaning classrooms, offices, hallways and other facilities as assigned; dust, sanitize and wipe down desks, tables, furniture, countertops, doors, equipment, walls, windows and woodwork; remove gum, debris, cobwebs and graffiti as needed.

Coordinate and assign custodial and general maintenance projects; estimate labor, supplies and equipment needed for projects and daily activities; monitor inventory levels of supplies and equipment; order, receive and maintain adequate inventory levels of supplies and equipment.

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Pick up paper and other debris from floors, school grounds, walkways, parking lots and areas adjacent to facilities; sweep doormats, loading docks, dumpsters and concrete surfaces adjacent to buildings as needed; empty waste and recycling receptacles; replace liners.

Inspect buildings and facilities to identify custodial, maintenance and repair needs; assure proper identification and resolution of safety, sanitary, security and fire hazards; coordinate response to emergency custodial needs.

Lead and participate in cleaning and disinfecting drinking fountains and restroom facilities including sinks, toilets and urinals; fill dispensers with towels, soap, toilet paper and other items; clean mirrors, tile and light fixtures; unclog drains and toilets.

Alter, repair or construct furniture and articles and structures of wood such as doors, chairs, benches, tables, partitions and desks as assigned; maintain walls and patch holes; replace tiles; install, maintain and repair doors, windows and classroom equipment; apply paint to buildings and facilities.

Assist in the development and implementation of custodial and general maintenance goals, objectives, policies and procedures.

Communicate with District personnel, administrators and outside agencies to exchange information, coordinate activities and resolve issues or concerns.

Operate a variety of equipment such as vacuums, mops, buffer/scrubber machines, carpet cleaners and various hand and power tools; drive a vehicle to conduct work.

Lock and unlock doors and gates as appropriate; set alarms as required; maintain security of assigned areas according to established guidelines.

Maintain various records related to projects, staff, inventory and assigned activities.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Proper methods, techniques, materials, tools and equipment used in modern custodial and minor building maintenance work.

Modern cleaning methods including basic methods of cleaning floors, carpets, furniture, walls and fixtures.

Requirements of maintaining County Office facilities in a safe, clean and orderly condition.

General practices, procedures and techniques of plumbing, carpentry, electrical and painting work.

Principles of training and providing work direction.

Operation of a wide variety of hand and power tools and equipment.

Inventory practices and procedures and proper methods of storing equipment and supplies.

Interpersonal skills using tact, patience and courtesy.

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Oral and written communication skills.
Appropriate safety precautions and procedures.
Record-keeping techniques.
Proper lifting techniques.

ABILITY TO:

Lead and participate in a variety of custodial and routine building maintenance activities to assure County Office buildings and facilities are maintained in a safe, clean and orderly condition.
Train and provide work direction and guidance to assigned personnel.
Operate and maintain a wide variety of hand and power tools and equipment.
Coordinate and conduct inventory activities and maintain adequate levels of supplies and equipment.
Move and arrange furniture and equipment.
Oversee the cleaning of classrooms, lounges, offices, restrooms and other facilities.
Coordinate and oversee the preparation of facilities and set-up and assembly of chairs, tables and other furniture and equipment for meetings and other events.
Oversee and participate in a variety of routine carpentry, plumbing, electrical and painting tasks.
Develop, implement and inspect custodial and general maintenance projects and daily activities.
Observe and report safety hazards and need for maintenance and repair.
Work independently with little direction.
Observe health and safety regulations.
Maintain various records related to assigned activities.
Meet schedules and time lines.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: : graduation from high school and three years increasingly responsible custodial experience including work with general maintenance functions.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.
Exposure to fumes, dust, odors, oil, grease and gases.
Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of equipment.
Walking or standing for extended periods of time.
Seeing to perform custodial and maintenance activities.
Lifting, carrying, pushing or pulling heavy objects as assigned by position.
Bending at the waist, kneeling or crouching.
Reaching overhead, above the shoulders and horizontally.
Heavy physical labor.
Climbing ladders.

HAZARDS:

Exposure to cleaning agents and chemicals.
Working around and with machinery having moving parts.
Working at heights.