

CUSTODIAN, LEAD

GENERAL DESCRIPTION OF CLASS

Under the direction of an administrator, the Custodian, Lead is the senior classification and performs a variety of duties and responsibilities related to the oversight of the department's daily workflow. Assists management with the processing and execution of department work requests, trains, and provides lead direction to custodial staff on department projects; assigns, prioritizes, and reviews completed work requests. The incumbent performs the full range of functions assigned to the Custodian I's and II's, as needed or required. May work autonomously in remote locations of the College.

DISTINGUISHING CHARACTERISTICS: This is the lead, technical specialist level for the Custodial Department. Work is performed within broad guidelines requiring high levels of independent judgment. Involves responsibility of lead direction of projects and staff. Duties may involve performing the most technical and difficult tasks for the Custodial Department which require specialized and/or advanced skill in one or more areas of the work assigned.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Oversees the daily workflow of the Custodial Department to include processing, prioritizing, assigning, and reviewing completed work requests; orders needed supplies for special projects and recommends chargebacks when applicable. Cleans and maintains assigned work areas to include picking up and disposing of trash, dumping trash receptacles, stocking supply closets, vacuuming, disinfecting locker and shower areas and mats. *
2. Communicates work and/or safety issues to supervisor/management. *
3. Provides direction, guidance, and assistance to department employees and the campus community regarding department operations, policies, procedures, and other associated department needs. *
4. Assists supervisor with performing a variety of specialized activities such as fire extinguisher and eye wash station safety inspections, managing surplus property, coordinating special events, receiving, assigning, and resolving work requests/orders. *
5. Partners with vendors, coordinates set up and tear down of furniture and/or equipment for meetings, activities, and other internal and external facilities usage, events, and/or projects, etc.; may fill in for supervisor in their absence. *
6. Operates, maintains, and/or services a variety of specialized equipment related to custodial operations, some of which may require specialized certification and compliance training. Such equipment may include, but is not limited to, suction vacuums, sweepers, floor buffers and strippers, forklifts, and aerial lifts; may install switches, brushes, electrical cords, etc. *

7. Employs safe and correct handling, storage, and disposal techniques for all hazardous substances, materials, and chemicals related to all custodial requirements; implements safety precautions associated with the use of toxic materials; assists supervisor in coordinating proper staff training in the utilization of proper protective gear and equipment as needed and required. *
8. Cleans and maintains assigned work areas to include picking up and disposing of trash, dumping trash receptacles, stocking supply closets, vacuuming, disinfecting locker rooms, shower areas, and gymnastic mats. *
9. Responds to emergency calls and notifies supervisor of actions required, taken, or needed. *
10. Orders and maintains supplies in storeroom; refills restroom supply dispensers including towels, soap, tissues, and other sanitary items. *
11. Operates a variety of office equipment to include, but is not limited to, multi-line phones, work order systems, radio systems, computers, etc.; may compose correspondence, update forms, gather and compile information for reports, prepare requisitions, etc.; trains and/or assists staff with computer functions as required and needed. *
12. Operates computer to perform basic data entry and to access email and District announcements, etc. Utilizes Computer Maintenance Management Systems to issue, create, complete and close work orders and preventive maintenance work orders. *
13. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy. *
14. May assist College Police Department with special events and/or emergency situations with traffic control, securing and setting building alarms, un/locking doors, and emergency evacuations as needed.
15. May perform general maintenance work to include changing light bulbs, installing restroom dispensers and other custodial equipment.
16. May provide training and lead direction to departmental staff, student workers, and short-term, temporary employees.
17. May deliver supplies to on campus areas and off campus centers.
18. May serve on a variety of District committees as requested.
19. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS**EDUCATION/EXPERIENCE:**

- High School Graduate or General Educational Development (GED); **AND**
- Four (4) years of experience directly related to the duties and responsibilities of this class.
- Or, any combination of education and experience which would provide the required qualifications for the position.

DESIRED QUALIFICATIONS:

- Experience working within an educational institution.
- Five (5) years of directly related experience to the duties and responsibilities of this class.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- Required to hold and maintain a valid driver license throughout the duration of employment with the district.
- Possession of or the ability to obtain within the first 6-months of employment (during

probationary period):

- A valid Forklift Operators Certificate*
- Travel is required

*District will provide training for certifications if required to perform the essential responsibilities of the position.

KNOWLEDGE, SKILLS, AND ABILITIES: (*May be acquired through education, training and/or experience.*)

Knowledge of:

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulation laws, and Board policies, and procedures governing the District.
- The methods of cleaning and preserving floors, walls, and fixtures.
- Effective principles and practices of training and providing work direction.
- The methods of cleaning and preserving floors, walls, and fixtures.
- Hazardous materials and the proper protective equipment and gear required.
- Methods, materials, chemicals, disinfectants, and equipment used in custodial work.
- Common custodial tools and their use.
- Safety practices in performing custodial work.
- Work order systems.
- Radio systems.
- Recordkeeping, filing, file sharing, and filing systems methods and techniques.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Modern office practices, procedures, and equipment including computers, peripheral equipment, and a variety of software applications.
- Microsoft Office Suite (Word, Excel, Outlook).

Ability to:

- Independently perform the essential responsibilities of the position.
- Apply District and departmental policies, procedures, rules and regulations.
- Understand and apply District and department policies, procedures, rules and regulations.
- Learn, interpret and successfully apply policies, procedures, rules and regulations of the District and department.
- Quickly learn the schedules, procedures, and use of custodial tools.
- Effectively train and provide work direction and guidance to others.
- Analyze situations accurately.
- Quickly learn the schedules, procedures and use of custodial tools and equipment.

- Use common power cleaning equipment.
- Perform heavy labor.
- Operate a forklift, an aerial lift, and a backhoe.
- Read and write at the level necessary for successful job performance.
- Make basic mathematical calculations quickly and accurately.
- Learn the required rules, regulations, and procedures regarding campus security.
- Prepare correspondence and other documents utilizing word, excel and other software applications.
- Assists supervisor with the coordination and evaluating the staffing needs related to the area of the assignment.
- Update and maintain records accurately.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize keyboarding skills commensurate with the required functions for this position.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Work with diverse populations.
- Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
- Establish and maintain cooperative relationships with those contacted in the course of work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbents in this class may provide work direction and/or guidance to lower-level staff and/or short-term, temporary employees.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards.

Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to finger,

handle, feel or operate standard office equipment; reach with hands and arms; and lifting heavy items (up to 60 pounds) and occasionally lift and carry up to 100 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s).

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical office conditions, and the noise level is usually quiet.

- **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist.

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY

EMPLOYER: To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.