

LEAD CUSTODIAN

DEFINITION

Under general supervision, provides lead direction and work review to assigned staff responsible for janitorial and general maintenance duties in a court of appeal; performs related work as assigned.

CLASS CHARACTERISTICS

This is the lead level in the Custodian series. Incumbents are responsible for serving in a lead capacity and directing the work of an assigned staff of custodians. This class is distinguished from the Supervising Custodian in that the latter is responsible for supervising a janitorial staff, with effective authority for their selection, retention, and training and development and with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees.

EXAMPLES OF DUTIES (*illustrative only*)

- Provides lead direction, training, and work review; organizes and assigns work, sets priorities, and follows up to ensure coordination and completion of assigned work.
- Provides input into selection, evaluation, discipline, and other personnel matters.
- Cleans offices, chambers, court rooms, conference rooms, libraries, and other court occupied space, including dusting, emptying trash cans, sweeping, mopping, vacuuming, scrubbing and waxing floors, and polishing desks, railings, and elevator railings.
- Cleans and disinfects restrooms and hallways.
- Responds to cleaning requests from court staff members; take appropriate action.
- Moves chambers office furniture and furnishings as requested.
- Replaces and cleans fluorescent lighting and air conditioning vents.
- Cleans interior windows and venetian blinds; vacuums drapes.
- Spot cleans and shampoos carpets; operates machinery to strip and wax floors.
- Performs minor building and equipment repair and maintenance, such as painting, checking and cleaning exterior building drains, replacing pads and brushes on cleaning equipment, etc.; assembles furniture and equipment (such as shelving).
- May be required to use vehicle to pick up and/or deliver small quantities of cleaning and other related supplies and moving office equipment and furniture for the court.

WORKING CONDITIONS

- Wear specified safety equipment.
- Must be available to work evenings and overtime.

QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices.
- Methods, chemicals, disinfectant, and other materials used in janitorial work and routine building maintenance.
- Safe operation of a variety of cleaning equipment and tools.
- Basic office practices and procedures.

Ability to:

- Plan, organize, and review the work of others.
- Use initiative and independent judgment within policy guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Understand and follow oral and written directions.
- Safely operate a variety of cleaning equipment and tools..
- Lift and move equipment, boxes, furniture, etc. weighing up to 50 pounds.
- Comply with health and safety codes.
- Organize own work, set priorities, and meet critical deadlines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

May require possession of a valid California driver's license.

Education and Experience:

Two years of experience performing janitorial and general maintenance work.

OR

One year of experience as a custodian in the judicial branch.