

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Custodian Crew Leader	REPORTS TO:	Custodial Operations or Building Services Supervisor
DEPARTMENT:	Custodial Operations	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	028 OSS
REVISED:	January 28, 2002		

BASIC FUNCTION:

Direct and participate in the work of a night crew of custodial staff in a school to which a Building Services Supervisor III is assigned or an adult site in lieu of a Building Services Supervisor I.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

E = Essential Functions

Act as working leader and assume responsibility for the operation of the physical plant in afternoon and evening hours. **E**

Direct the work of custodial staff. **E**

Perform or assign special duties or services for staff, teachers, and pupils and for social and civic group activities involving staff and the use of district facilities. **E**

Distribute instructional and custodial supplies. **E**

Supervise the operation of heating, ventilating, and lighting systems. **E**

Personally accomplish a reduced but regular custodial work schedule. **E**

Assist in evaluating the work performance of custodial staff.

Assist in conducting inservice training.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to one year experience as a custodian, relief custodian, or locker room attendant.

LICENSES AND OTHER REQUIREMENTS:

None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern cleaning methods, materials, and equipment.
Heating, ventilating, and lighting systems.
Maintenance principles and sanitation methods.
Reading and writing English communication skills.

ABILITY TO:

Organize efficient work schedules.
Provide stock and supply room services.
Train and direct the work of others.
Operate standard office equipment including microcomputers and related software applications.
Establish and maintain effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Maintain records.
Read, apply, and explain rules, regulations, policies, and procedures.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment; exposure to dust, chemicals, bloodborne pathogens, variances in temperature, and equipment with moving parts.

PHYSICAL REQUIREMENTS:

Physical condition sufficient to maintain a rigorous work schedule requiring continuous physical exertion and heavy lifting; occasional lifting, carrying, and maneuvering heavy objects; occasional standing, squatting, climbing, kneeling, twisting, simple grasping; frequent to constant walking, including walking on gravel or uneven surfaces; bending at the neck or waist; stooping, reaching, pushing, and pulling.

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