

SANTA BARBARA COUNTY EDUCATION OFFICE
Personnel Commission

CLASS TITLE: LEAD CUSTODIAN/MAINTENANCE WORKER

BASIC FUNCTION

Under the direction of the assigned supervisor(s), perform a variety of custodial and maintenance duties required to maintain buildings in a clean, secure and operable condition. Provide direction and supervision to custodial and maintenance staff.

REPRESENTATIVE DUTIES

1. Schedule, train and provide work direction to assigned custodial and maintenance staff; prepare cleaning and maintenance schedules; work with supervisor regarding work performance of staff and building needs; responsible for custodial and other related supply inventories.
2. Perform and assign semi-skilled duties including plumbing, electrical, painting, and carpentry as it relates to the repair, alteration, construction and maintenance of buildings and equipment.
3. Perform and assign building maintenance duties such as replacing bulbs, tubes and ballasts; repair furniture, fans, electrical heaters and motors; install and replace electrical outlets; repair and replace toilets, sinks, fixtures and drains; responsible for the maintenance of heating systems.
4. Maintain security by checking doors, windows and lights; responsible for setting alarms and responding to alarm service requests during nights and weekends after work hours.
5. Sweep, mop, strip, wax and buff floors; vacuum, spot clean and shampoo carpets.
6. Wash and dust, screens, doors, desks, counters, table tops, walls, and telephone handsets.
7. Clean sinks, urinals, toilets, mirrors, drinking fountains and woodwork; apply disinfectant to urinals and toilet bowls; restock towel, tissue and soap dispensers.
8. Wash exterior and interior windows, sweep sills; empty trash, pencil sharpeners and paper shredder containers; pick up trash as needed.
9. Responsible for and assign the preventive maintenance and minor repairs of county vehicles.

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10. Perform and direct the set up of rooms for meetings and special events.
11. Move materials, equipment and furniture between various rooms and buildings; deliver mail and other documents as needed.
12. Perform other job-related duties as assigned.

KNOWLEDGE OF:

Planning, organization and work scheduling procedures and techniques.
Methods, materials and equipment used in cleaning and maintaining buildings and a variety of surfaces, equipment and furniture.
Health and safety regulations.
Lead and training principles.
Oral and written communication skills.

ABILITY TO:

Provide work direction and training to custodial and maintenance personnel.
Clean buildings and related fixtures and equipment.
Perform maintenance and repairs to assigned buildings.
Understand and follow oral and written directions.
Lift, carry, push and/or pull materials and equipment weighing up to 100 pounds.
Work independently with little direction.
Establish and maintain effective working relationships with others.

EDUCATION AND EXPERIENCE:

High school diploma or equivalent and three years of experience in custodial and maintenance duties, preferably working in a school setting. One year of supervisory or lead experience preferred.

LICENSES AND OTHER REQUIREMENTS:

Incumbents in this class must possess a valid California driver's license and insurance coverage required by law.

WORKING CONDITIONS:

Work includes indoor and outdoor environment; subject to travel between sites; lifting, noise, dust, fumes and toxic chemicals; on call for building security as needed.

APPROVED BY PERSONNEL COMMISSION: February 23, 1995