

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Senior Custodian Crew Leader	REPORTS TO:	Plant Operations Supervisor
DEPARTMENT:	Custodial Operations	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	030 OSS
REVISED:	May 12, 2003		

BASIC FUNCTION:

Direct and participate in the work of a night crew of custodial staff in a secondary school to which a Plant Operations Supervisor is assigned.

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 a working leader and assume responsibility for the operation of the school plant in the late afternoon and evening hours during the absence of the Plant Operations Supervisor. **E**

Train and 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 use of school facilities. **E**

Order, receive, store, and 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 of experience as a custodian crew leader, building services supervisor I, relief custodian or custodian.

LICENSES AND OTHER REQUIREMENTS:

None.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Technical aspects of field of specialty.
Modern cleaning methods, materials, and equipment.
Heating, ventilating, and lighting systems.
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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