

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 custodians. This class is distinguished from the Supervising Custodian in that the latter is responsible for supervising a janitorial staff, including their selection, retention, 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 to the supervisor into all types of personnel matters such as selection, evaluation, and discipline, as assigned.
- Cleans court-occupied spaces, including but not limited to courtrooms, chambers, libraries, and office spaces; empties trash cans, dusts, sweeps, mops, vacuums, scrubs, strips and waxes floors, and polishes various surfaces; disinfects and sanitizes restrooms, break rooms, kitchen areas, and drinking fountains; restocks supplies.
- Responds to cleaning requests; takes appropriate action.
- Moves and/or assembles office furniture, equipment, and furnishings (such as shelving) as necessary.
- Replaces light bulbs and cleans fixtures as necessary; cleans air conditioning vents and replaces filters.
- Cleans windows and window coverings; vacuums drapes.
- Spot cleans, shampoos, and extracts carpets; operates machinery to strip and wax floors.
- Performs minor building and equipment repair and maintenance including but not limited to painting and replacing pads and brushes on cleaning equipment.
- Cleans and maintains assigned exterior areas, including parking spaces, exterior building drains, and water features; cleans exterior trash; performs light landscaping duties including mowing, edging, seasonal cleanup, and operating landscaping machinery such as leaf blowers, as needed.

- May be required to use a vehicle to pick up and/or deliver small quantities of cleaning and other related supplies.
- In judicial branch–managed facilities, assists in the maintenance of Safety Data Sheets.

WORKING CONDITIONS

The California appellate courts are equal opportunity employers. The California appellate courts comply with obligations under the law to provide equal opportunities to qualified individuals with disabilities.

Heavy work: Incumbents generally work in an environment with adequate light and temperature. May occasionally exert up to 100 pounds of force, and/or 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Positions in this class typically require sitting, walking, reaching, standing, climbing, grasping, repetitive motions, pushing, pulling, lifting, kneeling, crouching, crawling, stooping, seeing, hearing, and talking. There may be exposure to heights, fumes, noxious odors, dust, mist, gasses, poor ventilation, confined/restricted working environments, and loud noise.

Must be available to work outside of normal business hours. Must wear specified personal protective equipment.

QUALIFICATIONS

Knowledge of:

- Basic supervisory principles and practices.
- Methods for safe use of chemicals, disinfectants, and other materials used in janitorial work and routine building maintenance.
- Safe operation of a variety of cleaning equipment and tools.
- Principles and practices of work safety.
- Simple arithmetic and differentiating between liquid and dry measures.

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.
- Understand and follow oral and written directions.
- Safely operate a variety of cleaning equipment and tools.
- Comply with health and safety codes.
- Follow proper safety protocols and procedures in the handling, storage, and disposal of various materials.
- Organize own work, set priorities, and meet critical deadlines.
- Communicate clearly.

- 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 (2) years of experience performing janitorial and general maintenance work. *Additional directly related experience and/or education may be substituted on a year-for-year basis.*

OR

One (1) year of experience as a Custodian with the judicial branch.