

SAN MATEO COUNTY OFFICE OF EDUCATION

CLASS TITLE: LEAD CUSTODIAL/MAINTENANCE WORKER

BASIC FUNCTION:

Under the direction of the Manager, Facility Services, lead and participate in a variety of custodial and routine building maintenance activities to ensure County Office buildings and facilities are maintained in a safe, clean, orderly and secure condition; train and provide work direction and guidance to assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Lead and participate in a variety of custodial and routine building maintenance activities; coordinate custodial functions to meet County Office needs; assist in establishing custodial time lines and priorities; assure related activities comply with established standards, policies and procedures.

Assure County Office buildings and facilities are maintained in a safe, clean, orderly and secure condition; inspect completed work to assure compliance with established guidelines and procedures; monitor and adjust activities in response to County Office custodial needs.

Train and provide work direction and guidance to assigned personnel; assign employee duties and review work for accuracy and completeness; provide input concerning applicant interviews and employee evaluations as requested.

Oversee and participate in the sweeping, scrubbing, mopping, stripping, waxing and polishing of floors; vacuum rugs and carpets in classrooms and other work areas; spot clean and shampoo carpets; spot mop spills.

Coordinate and oversee the preparation of facilities set-up and assembly of chairs, tables and other furniture and equipment for meetings and events; oversee and participate in the clean up of furniture, equipment and debris following these events.

I6Tw 18/E0 [(bc -0.000ight a lbs.2 (uum r)- 8 >>BDC 2 /P <</MCID Tw -bfi)asc -0 inlog dassiscuid

Oral and written communication skills.
Appropriate safety precautions and procedures.
Record-keeping techniques.
Proper lifting techniques.

ABILITY TO:

Lead and participate in a variety of custodial and routine building maintenance activities to assure County Office buildings and facilities are maintained in a safe, clean and orderly condition.
Train and provide work direction and guidance to assigned personnel.
Operate and maintain a wide variety of hand and power tools and equipment.
Coordinate and conduct inventory activities and maintain adequate levels of supplies and equipment.
Move and arrange furniture and equipment.
Oversee the cleaning of classrooms, lounges, offices, restrooms and other facilities.
Coordinate and oversee the preparation of facilities set-up and assembly of chairs, tables and other furniture and equipment for meetings and other events.
Oversee and participate in a variety of routine carpentry, plumbing, electrical and painting tasks.
Develop, implement and inspect custodial and general maintenance projects and daily activities.
Observe and report safety hazards and need for maintenance and repair.
Work independently with little direction.
Observe health and safety regulations.
Maintain various records related to assigned activities.
Meet schedules and time lines.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: : graduation from high school and three years increasingly responsible custodial experience including work with general maintenance functions.

LICENSES AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment.

Exposure to fumes, dust, odors, oil, grease and gases.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a variety of equipment.

Walking or standing for extended periods of time.

Seeing to perform custodial and maintenance activities.

Lifting, carrying, pushing or pulling heavy objects as assigned by position.

Bending at the waist, kneeling or crouching.

Reaching overhead, above the shoulders and horizontally.

Heavy physical labor.

Climbing ladders.

HAZARDS:

Exposure to cleaning agents and chemicals.

Working around and with machinery having moving parts.

Working at heights.