

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT  
JOB DESCRIPTION**

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6/22/06

**TITLE: CREW LEADER - CUSTODIAL**

**REPORTS TO:** Assigned Administrator

**JOB GOAL:** To work with and lead custodial crews to efficiently and effectively plan, direct, schedule, and participate in maintaining buildings, grounds, and surrounding areas of a school or assigned work area in a clean, sanitary, safe, and orderly manner.

**QUALIFICATIONS**

***Knowledge of***

1. Modern cleaning methods, materials, and equipment, including sterilization and sanitary methods.
2. Principles of leadership, supervision and training.
3. Safe use, maintenance, and operation of equipment and chemicals used in janitorial and custodial work.
4. General building maintenance and mechanical repair work.
5. Cleaning chemicals and their proper use.
6. Good English usage, reading, writing, and math at a level necessary to perform assigned tasks.
7. Codes, laws and regulations related to maintaining clean and safe schools in California.
8. District policies and procedures related to custodial work.
9. Flag courtesy.
10. Safety rules and regulations for this position.
11. Computers and applicable software.

***Ability to***

1. Assist in directing, coordinating, assigning, and scheduling the work of others.
2. Work independently and maintain high standards of workmanship, including maintenance of confidentiality.
3. Work without immediate supervision and monitor the work of others.
4. Maintain work schedules in performing tasks.
5. Skillfully operate specialized cleaning and maintenance tools and equipment.
6. Observe and report the need for maintenance repairs to appropriate authority.
7. Read, understand and carry out both verbal and written instructions, policies, and procedures in an independent manner.
8. Safely use and apply cleaning agents, equipment, and materials.
9. Receive and give information over the telephone or in person in a courteous manner.
10. Communicate effectively and tactfully in both verbal and written form.
11. Maintain cooperative working relationships with all District personnel.
12. Follow designated safety regulations associated with this position.
13. Learn and follow the operations, procedures, policies, and requirements of an assigned program or operational unit.
14. Handle all matters in a tactful, courteous, and confidential manner.
15. Establish and maintain effective work relationships with those contacted in the performance of required duties and maintain flexibility with respect to assignments, duties, and facilities.
16. Establish and maintain effective rapport with students, parents, and community members.

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***Training and Experience***

1. Education equivalent to the completion of the twelfth (12th) grade.
2. Two (2) or more years experience in cleaning and maintaining building areas; or any combination of training and experience that would likely provide the desired knowledge and abilities.
3. A work history demonstrating reliability and good attendance.
4. Possess and maintain a valid First Aid Certificate and Cardio-Pulmonary Resuscitation (CPR) Certification.
5. Two years of paid leadership, supervisory or management experience; or any combination of training and experience that would likely provide the desired know ledge and abilities.
6. Possess a valid and appropriate State of California Drivers License.

**ESSENTIAL FUNCTIONS**

1. Works with and leads assigned custodial personnel.
2. Monitors the work of other custodial personnel; sets work hours, schedules and assigns work with the department head's approval.
3. Plans, assigns, and participates in cleaning, custodial, and routine maintenance functions for school site classrooms, buildings, and other facilities.
4. Confers with the department head and site administrator regarding care and cleaning programs and activities at assigned sites.
5. Confers with and reports problems to the department head and/or site administrator.
6. Inspects completed work for accuracy and compliance with instructions and established standards.
7. Prepares and maintains a variety of routine custodial reports and records.
8. Procures supplies, equipment and materials, in accordance with department procedures, under the direction of the supervisor.
9. Provide input for the preparation of the annual custodial budget.
10. Directs others and participates in the routine and minor corrective maintenance of custodial tools and equipment.
11. Train custodians regarding work methods, cleaning procedures, problem solving and department policies/procedures.
12. Conduct safety meetings as required.
13. Plan, schedule, coordinate and oversee the placement of custodial supplies and equipment.
14. Monitors the use of custodial supplies and equipment using district provided software.
15. Directs and assists in the set-up and arrangement of furniture and facilities for special meetings and/or events; assists in moving and arranging furniture, equipment and materials.
16. Operates a variety of custodial equipment; operates and checks light systems and sets timers and clocks as required.
17. Assumes responsibility for custodial duties in the absence of regularly assigned custodial staff.
18. Monitors Civic Center events at night.
19. Performs emergency clean-up resulting from breakage, vandalism, spills, clogged drains, or illness.
20. Observes and reports the need for maintenance repairs to the appropriate division.

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**ESSENTIAL FUNCTIONS** (continued)

21. Ensures security of school facilities, locks and unlocks doors, sets alarm systems, arranges for lock repairs, etc.
22. Maintains, operates, and trains others in the fundamental use of theater equipment.
23. Maintains, operates, and trains others in the daily use of swimming pool equipment.
24. Inspects equipment for safety hazards and needed repairs, makes minor repairs.
25. Assists with routine facility and safety inspections of all district assets.
26. Performs other related duties as assigned.

*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.*

**SPECIAL REQUIREMENTS**

1. Must use safety equipment and devices designated for this position.
2. Possession and maintenance of a valid state of California Driver's License; have an acceptable driving record; and be insurable at standard rates by the District's insurance carrier and maintain such insurability during the course of employment.

**PHYSICAL ABILITIES**

1. Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
2. Able to conduct verbal conversation in English.
3. Able to hear normal range verbal conversation (approximately 60 decibels.)
4. Able to sit, stand, stoop, kneel, bend, and walk.
5. Able to climb slopes, stairs, steps, ramps, and ladders.
6. Able to lift and/or carry up to thirty (30) pounds frequently, and fifty (50) pounds occasionally.
7. Able to push and pull a variety of tools and equipment weighing up to fifty (50) pounds.
8. Able to sustain strenuous manual labor for four (4) to six (6) hours.
9. Able to exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension, and knee flexion..
10. Able to use respirators, for personal protection, up to:  
four (4) hours per day, strenuous physical effort,  
six (6) hours per day, moderate physical effort,  
eight (8) hours per day, light physical effort.
11. Able to work at various elevated heights in a safe and effective manner.
12. Able to work in a wide range of temperatures.
13. Able to work in restricted spaces in a safe and effective manner.
21. Able to demonstrate manual dexterity necessary to perform fine maintenance procedures and operate both manual and power hand tools in a safe and effective manner.
22. Able to work with chemical agents in a safe and efficient manner without allergic reaction.
23. Able to operate a variety of powered and manual equipment commonly found in janitorial and custodial services in a safe and effective manner.
24. Able to operate a motor vehicle in a safe and effective manner.

*While the ideal candidate will possess all these abilities, duties assigned can be modified to accommodate some physical restrictions.*

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**TERMS OF EMPLOYMENT:** Twelve-month work year  
Classified bargaining unit member

**EVALUATION:** Performance of this job will be evaluated in accordance with Board of Education policy and provisions of the collective bargaining agreement. The assigned administrator will complete the evaluation.

Approved by: Board of Education Date: 06/22/06

**MURRIETA VALLEY UNIFIED SCHOOL DISTRICT IS A  
TOBACCO-FREE, DRUG-FREE WORKPLACE**