

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Lead Custodian

JOB CODE: 5607

DEPARTMENT: Assigned Departments/
Schools/Plant Operations

PAY GRADE: 18 (B4)

DATE: 06/26/13

BASIC OBJECTIVES

This is custodial work involving cleaning and maintaining buildings, facilities, equipment and grounds with minor direction of the work of custodial personnel; which is clearly prescribed by the site or supervising administrator or Head Custodian, with some latitude in planning work methods and assignments.

Performs manual work involving a variety of housekeeping tasks which are specific in nature and follow a well-established and clearly prescribed routine. Responsible for the use of proper methods and materials in cleaning and otherwise caring for buildings, facilities, equipment and grounds. Work is subject to inspection during progress and upon completion.

JOB TASKS/RESPONSIBILITIES

1. May direct the work activities of assigned custodial personnel involved in the cleaning and maintenance of buildings, facilities and grounds, as instructed by the Head Custodian and site supervising administrator. Instructs, advises and demonstrates work methods, practices and procedures established by the Department of Plant Operations and other District guidelines for completing job assignments. Closes and secures facility.
2. Advises custodial staff of work-site and District policies and procedures related to job assignments and enforces safety rules and regulations.
3. Collects and removes trash from buildings, facilities and grounds.
4. Scrubs, mops, waxes and polishes floors; dusts, cleans and sanitizes as necessary, windows, woodwork, furniture, appliances, restrooms, fixtures, equipment and other building surfaces.
5. Loads and unloads materials, equipment and supplies; moves and sets-up furniture and equipment.
6. Assists in daily cleaning of cafeteria (if within assigned work area) facilities and project cleaning of kitchen facilities.

7. Maintains lawns, flower beds, shrubs and other plants immediately adjacent to buildings, facilities and fence lines. Applies fertilizers, pesticides and herbicides as instructed.
8. Assists with or performs the minor repair or servicing of buildings and equipment.
9. Maintains an up to date inventory of all supplies, grounds and custodial equipment.
10. Must inspect facility a minimum of once every two weeks and maintain all pertinent records.
11. Attends District required training and certification classes.
12. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is heavy work which requires the following physical activities: climbing, balancing, kneeling, crouching, crawling, twisting, reaching, sitting, standing, walking, pushing, pulling, lifting (40 lbs. minimum), finger dexterity, grasping, feeling, talking, hearing and visual acuity. The worker is exposed to cold, heat, noise, vibrations, hazards, oils and atmospheric conditions. The work is performed indoors and outdoors. May be required to work fourteen (14) feet above the floor or ground level with or without reasonable aids and be able to perform cleaning tasks at forty-feet (40) above the ground or floor when requested.

MINIMUM QUALIFICATION REQUIREMENTS

1. High School Diploma or equivalent.
2. Demonstrated ability to speak, read, write and understand written instructions in English.
3. Minimum of one year custodial or related building maintenance experience including some custodial experience with Miami-Dade County Public Schools.
4. Miami-Dade County Public Schools Environmental Services I (51 hours) Custodial Certificates, Miami-Dade County Public Schools Environmental Services II (51 hours) Master Custodial Certification, and completion of the Custodial Leadership Training are required at the time of appointment.
5. Sufficient physical strength and agility to perform a variety of routine manual tasks in the care, cleaning and general maintenance of buildings and equipment.
6. Demonstrated ability to plan, assign, and monitor the work of a group of employees performing a variety of custodial tasks.

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7. Satisfactory completion of a physical examination prior to hire date.

Prior revision date(s): 06/09/89, 03/25/93, 06/05/97, 03/02/01