

JOB DESCRIPTION**Job Title:** Lead Custodian (9725)**Job Summary:**

Under the direction of an assigned supervisor and/or designee, perform advanced custodial duties and provide lead direction to assigned custodial staff in support of safe, clean, secure, and well-maintained Tulare County Office of Education (TCOE) facilities. This position ensures that cleaning and maintenance tasks are completed efficiently, facilities meet established cleanliness and safety standards, and work is performed in accordance with established procedures and regulations. The Lead Custodian supports effective site operations by coordinating work assignments, training staff, monitoring workflow, and maintaining communication through a District-issued device, including responding to calls and emails and ensuring timely completion of work orders and reports.

Essential Duties:

- Coordinate, assign, and review the work of custodial staff to ensure efficient completion of assigned duties and adherence to established standards and timelines.
- Develop and maintain the weekly work schedule for custodial staff, ensuring appropriate coverage for all shifts, facilities, and special events while adjusting for leaves of absence or emergency needs.
- Serve as a point of contact for custodial staff to address questions, resolve issues, and ensure continuity of operations during assigned shifts.
- Provide orientation and training to custodial staff on proper cleaning methods, equipment use, safety procedures, and work expectations.
- Conduct routine safety, building, and grounds inspections.
- Review and coordinate online room reservation requests; communicate with TCOE staff and external agencies to identify specific event needs and ensure appropriate accommodations are arranged.
- Arrange furniture and equipment to prepare for meetings, classroom activities, and events, including set-up and breakdown of facilities for school and community use.
- Assist in cleaning kitchens and cafeterias, as assigned, to maintain sanitation in compliance with health and safety standards.
- Clean school facilities (i.e., classrooms, offices, multipurpose rooms, grounds, restrooms) to maintain a sanitary, safe, and attractive environment, including responding to routine and emergency cleaning needs (e.g., spills, bodily fluids) using appropriate procedures and personal protective equipment (PPE).
- Construct and/or assemble special equipment for employee or teacher use.
- Dust and polish furniture, woodwork, and metal surfaces to ensure a clean, well-maintained environment.
- Perform minor, non-technical repairs (i.e. replacing light bulbs, fixing leaking faucets, adjusting door hinges, fixing shelves, painting, replacing carpet tiles) to keep equipment and facilities in safe working condition; reports repair needs beyond scope to appropriate personnel.
- Operate and maintain machinery (i.e., mower, edger, sprayer, hedge trimmer, blower, vacuum, floor polisher, carpet shampooer, truck, tractor, forklift) in accordance with established safety procedures.
- Order and oversee inventory of custodial supplies to ensure adequate materials are available and stored safely. Secure facilities and grounds (e.g., locking/unlocking doors and gates, setting alarms, checking windows) to maintain site safety and prevent loss or damage.
- Sweep, scrub, mop, wax, and finish floors to maintain clean, well-maintained walking surfaces.
- Vacuum rugs, carpets, and furniture to ensure a clean, well-maintained environment.
- Wash windows, walls, and other surfaces to maintain a clean, well-maintained environment.
- Inspect facilities and grounds for safety hazards, vandalism, and maintenance needs and report concerns to appropriate personnel.
- Assist with basic grounds maintenance, including litter and debris removal, pruning trees and bushes, removing weeds, and monitoring outdoor areas for cleanliness and safety.
- Wash and clean fleet vehicles daily.
- Install and maintain GPS tracking hardware in fleet vehicles and utilize monitoring systems to track vehicle locations and investigate safety or operational incidents as needed.
- Respond to calls, messages, and TCOE email communication in a timely manner.
- Accurately complete daily logs, reports, or activity records.
- Use the work order system to assign, monitor, and document work performed and close out completed jobs.
- Follow and ensure adherence to established safety procedures and regulations, including Cal/OSHA

requirements.

- Handle, use, and dispose of cleaning chemicals and hazardous materials in accordance with Safety Data Sheets (SDS) and established guidelines.
- Provide coverage for delivery/supply/mail clerk duties during staff absences to ensure continuity of operations.
- Attend and participate in a variety of assigned meetings, committees, conferences, in-services, and/or special events.
- Perform other related duties, as assigned.

Skills, Knowledge, and/or Abilities:

Skills to:

- maintain the cleanliness, safety and security of the building and grounds;
- use cleaning agents, supplies and equipment safely and effectively;
- perform basic math to calculate accurate dilution of cleaning agents;
- operate hand and power tools and custodial equipment;
- perform minor, non-technical repairs and maintenance;
- use a computer and applicable programs to monitor and update work order system, document work, and communicate;
- maintain accurate records, logs, and reports related to assigned duties.

Knowledge of:

- methods, materials, and equipment used in custodial work and grounds maintenance;
- safe work practices, including proper lifting techniques and use of personal protective equipment (PPE);
- applicable health and safety regulations, including Cal/OSHA guidelines and Safety Data Sheets (SDS);
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- manage time effectively and prioritize assigned tasks;
- establish and maintain a consistent work routine;
- lift, carry, push, and pull objects weighing up to 40 pounds;
- follow oral and written directions;
- adjust to flexible assignments and priorities with short notice;
- communicate effectively with students, staff and the public;
- adhere to safe work practices at all times;
- use provided equipment to receive and respond to calls, messages, emails, and work orders in a timely manner;
- work independently with minimal supervision.
- drive to various locations throughout the county, as needed.

Responsibilities include: the physical ability to lift, carry, push, and pull objects weighing up to 50 pounds frequently and 75 pounds occasionally. Duties involve frequent standing, walking, bending, stooping, kneeling, reaching, twisting, and repetitive hand and arm motions while operating custodial tools and equipment. The employee must be able to read work orders, follow safety information, and communicate effectively with staff and the public. Work may include extended periods of physical activity and occasional exposure to outdoor conditions. The employee must be able to perform all essential functions safely and in accordance with established procedures and regulations.

Education Required:

- High school diploma or equivalent.

Experience Required:

- Five (5) years of custodial experience is required.

Other Requirements:

- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint clearance upon hire.

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office. This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.