

Lead Custodian

PD No.:PD-7690

POSITION DESCRIPTION INFORMATION

To edit an approved Position Description scroll to the bottom of the form and press Update PD
Click OK in the pop-up window that appears to reset the approval process

POSITION INFORMATION

Type of Action Requested:*	Replacement
Internal Team:*	FL-Custodial Services - 10070
Job Code/Employee Classification:*	Lead Custodian <u>Job Code: 2015</u>
Classification Title:	Lead Custodian
MPP Job Code:	
Position Number:	Lead Custodian <u>Position no: FL-10005489</u>
CSU Working Title:*	Lead Custodian
Salary Range/Grade:	2015-RANGE A-Grade-1 Minimum: \$ 3,514.00 Maximum: \$ 5,773.00 Pay Frequency:
Reports to Supervisor:	Michael Otero
Reports To:*	Custodial Operations Manager <u>Position no: FL-10005980</u>
Campus:*	Fullerton
Division:*	VP, Administration & Finance
College/Program:*	AVP Facilities Management
Department:*	Custodial Services - 10070
FLSA Status:	Non-Exempt
Hiring Type:	Probationary
Workplace Type (Exclude Inst Fac):	On-site (work in-person at business location)
Pay Plan:	12 Months
Pay Plan Months Off:	

POSITION DESIGNATION

Mandated Reporter:*	Not mandated
Conflict of Interest:*	None
NCAA:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Is this a Sensitive Position?:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Care of People (including minors) Animals and Property:	No
Authority to commit financial resources:	No

Access/control over cash cards and expenditure: No

Access/possession of master/sub-master keys: Yes

Access to controlled or hazardous substances: Yes

Access/responsibility to personal info: No

Control over Campus business processes: No

Responsibilities requiring license or other: Yes

Responsibility for use of commercial equipment: Yes

Is this a Campus Security Authority (CSA): Yes No

Serves a security function: No

Designated recipient for crime/misconduct reports: No

Significant responsibility for Student Activities: No

Significant responsibility for Campus Activities: No

Job Summary/Basic Function:*

Under the supervision of the Custodial Operations Manager, or their designee, the Lead Custodian works with and acts as lead worker for a group of custodians or other personnel engaged in custodial duties and does related work as required. This position is highly safety conscious, disciplined in proper use of PPE, and responds to trip/slip/fall hazards promptly and appropriately. A CPFM Lead Custodian offers excellent customer service and is always courteous of student, faculty, and staff customers. An employee best suited for this role is one who is defined by their dedication to the quality of their work, dependability, and reliability. A Lead Custodian works to build a strong, cohesive leadership team that creates an environment where people are empowered.

This is a key position which cares for campus cleanliness in facilities to support the university's mission, vision, and values in higher education. This position will interact with a diverse group of individuals. The Lead Custodian works well in a team environment and understands the balance of sharing duties, taking ownership, and will take the initiative to complete tasks as needed. This position takes pride in every aspect of their work to create and maintain an excellent learning environment at Cal State University Fullerton. A CPFM Custodian thrives in a university environment where staff are empowered for personal growth, and supported in professional growth. The Lead Custodian will align to Custodial Services values - Respect, Trust, Integrity, Growth and Teamwork. Other duties as assigned.

Minimum Qualifications:*

One to two years of related custodial experience which has provided the necessary knowledge, skills, and abilities and has included providing on-the-job training and leadership to others. Demonstrated working knowledge of the methods, materials, chemicals, and equipment used in custodial work and of the safety and sanitation practices and measures required. Working knowledge of effective lead and supervisory practices and techniques. Ability to provide lead work direction, including training others on proper work methods and safety and providing feedback on work performance. Ability to read and write in English at a level appropriate for the duties of the position. Ability to use computers to track work orders and order supplies and materials. Ability to establish, promote, and maintain cooperative work relationships with others. Ability to analyze situations and take appropriate action.

Required Qualifications:**Preferred Qualifications:**

Previous experience in a large educational institution or similar environment. Previous experience leading Custodians.

Special Conditions:

Shifts: Monday – Friday, 3:00am-11:30am (Alternative shift times may become available, depending on departmental needs.)

Extended periods of physical activity including lifting and moving up to 50 pounds. Works with a variety of chemicals. May move in and out of buildings in a variety of weather conditions. Willingness to work overtime or work alternate shifts as assigned. Will carry a Master Key. All employees will be subject to fingerprinting and a criminal records check.

License / Certification:

Valid driver's license required.

Supervises Employees:*

Yes No

If position supervises other employees; list position titles:

Position serves as the Lead for a number of full-time and/or part-time Custodians.

Job Duties

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal
50%	LEADERSHIP -Leads staff in maintaining a clean campus environment. -Provides on-the-job training to improve the skills of custodial staff. -Maintains cooperative working relationships with administration, faculty, students and other employees. -Analyzes issues and problems and takes or recommends effective action.	Essential
20%	CUSTODIAL SERVICE Performs full range of custodial duties as specified in Custodian job description, when necessary to support the work of the unit, including: -Cleaning restrooms. -Cleaning classrooms and laboratories. -Cleaning offices, general public areas, stairs, storage, entrances and corridors. -Performing a full range of floor care activities.	Essential
10%	CUSTOMER SERVICE -Responds to requests for service in assigned areas. -Arranges for services by other Facilities Management departments as appropriate. -Reports problems to Facilities Management and to the Service Center as appropriate. -Responds to work orders and schedules work accordingly. -Maintains positive working relationships with customers in assigned areas and supports departments.	Essential
5%	EQUIPMENT AND SUPPLIES -Maintains supplies and equipment for assigned staff. -Orders supplies or reports supply needs as necessary. -Works to maintain assigned equipment in proper working order.	Essential
5%	SAFETY -Works in a safe manner and follows all established safety guidelines. -Provides safety information and training to Custodians. -Reports or addresses safety issues. -Maintains a current working knowledge of safety requirements and practices.	Essential
5%	PROJECTS -Works on special projects as assigned. -Perform other tasks as assigned.	Essential
5%	OTHER DUTIES AS ASSIGNED	Essential

SELECTION CRITERIA

i There are no items to show

Physical Mental and Environmental Demands

**** Physical Mental and Environmental Requirements Must be Completed for all Positions ****

Please indicate the frequency (Constantly; Frequently; Occasionally; or Never) and whether or not the requirement is essential.

Physical and Mental Requirements

Bending:	Frequently - Essential
Climbing:	Occasionally - Essential
Concentrating:	Occasionally - Essential
Crawling:	Occasionally - Essential
Decision Making:	Constantly - Essential
Keyboarding and Mousing:	Occasionally
Lifting or Carrying up to 10 lbs.:	Frequently - Essential
Lifting or Carrying up to 25 lbs.:	Frequently Essential
Lifting or Carrying up to 50 lbs.:	Frequently - Essential
Lifting or Carrying over 50 lbs.:	Occasionally
Performing Calculations:	Occasionally - Essential
Pushing or Pulling:	Frequently - Essential
Reaching Overhead:	Occasionally - Essential
Repetitive Motion of Upper Extremities:	Frequently - Essential
Sitting:	Occasionally - Essential
Standing:	Frequently - Essential
Stooping Kneeling or Squatting:	Frequently - Essential
Walking:	Constantly - Frequently

To add additional Physical and Mental Requirements - Please provide the 1) Physical and/or Mental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Physical & Mental Requirement No. 1 Description:	Gripping/Grasping
Other Physical and Mental Req No.1 Frequency:	Frequently - Essential
Other Physical & Mental Requirement No. 2 Description:	
Other Physical and Mental Req No.2 Frequency:	
Other Physical & Mental Requirement No. 3 Description:	
Other Physical and Mental Req No.3 Frequency:	
Other Physical & Mental Requirements:	

Environmental Requirements

Drive motorized equipment:	Frequently - Essential
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Excessive Noise:	Occasionally - Essential
Hazards:	Frequently - Essential
Outdoor:	Frequently - Essential
Elevated Work:	Occasionally
Extreme Temperature (hot or cold):	Frequently - Essential
Indoor (Typical office environment):	Frequently - Essential

To add additional Environmental Requirements - Please provide the 1) Environmental Requirement description; 2) Frequency (Constantly; Frequently; Occasionally; or Never) and 3) Whether it is Essential to the position:

Other Environmental Requirement No. 1 Description:	Dirt & dust
Other Environmental Req No.1 Frequency:	Frequently - Essential
Other Environmental Requirement No. 2 Description:	Odors
Other Environmental Req No.2 Frequency:	Frequently - Essential
Other Environmental Requirement No. 3 Description:	Blood, body fluids or tissue
Other Environmental Req No.3 Frequency:	Occasionally - Essential
Other Environmental Requirements:	

POSTING DETAILS

Advertising Summary:

Under the supervision of the Custodial Operations Manager, or their designee, the Lead Custodian works with and acts as lead worker for a group of custodians or other personnel engaged in custodial duties and does related work as required. This position is highly safety conscious, disciplined in proper use of PPE, and responds to trip/slip/fall hazards promptly and appropriately. A CPFM Lead Custodian offers excellent customer service and is always courteous of student, faculty, and staff customers. An employee best suited for this role is one who is defined by their dedication to the quality of their work, dependability, and reliability. A Lead Custodian works to build a strong, cohesive leadership team that creates an environment where people are empowered.

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Work Schedule: Monday - Friday, 3:00AM - 11:30AM

Advertisement text:

HRDI only

USERS AND APPROVALS

Justification for Position:

This is a key position which cares for campus cleanliness in facilities. This recruitment will backfill the vacancy of Barrien Crudup, as well as recruit for a new position for the new Visual Arts building space.

242-785

Hiring Administrator:*

Deborah Enriquez

Email address: deenriquez@fullerton.edu

Approval process:*

FL - PD Approval (Staff/MPP) - Dept Head

- | | |
|------------------------------------|---|
| 1. MPP Supervisor: | Pam Newton ✓ Approved Jun 27, 2024 |
| 2. Department Head/Associate Dean: | John Ramirez ✓ Approved Jun 27, 2024 |
| 3. HR Classifier: | Chris Schloffer ✓ Approved Jun 28, 2024 |
| 4. Appropriate Administrator/Dean: | John Ramirez ✓ Approved Jun 28, 2024 |
| 5. Position Management: | FL-HRDI PM ✓ Approved Jun 28, 2024 |

HR/Faculty Affairs Representative:*

FL-HRDI Classifier

Email address: hrrecruitment@fullerton.edu