

Lead Custodian
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242253>

Downloaded On: Jul. 27, 2024 12:36pm

Posted Jul. 26, 2024, set to expire Aug. 15, 2024

Job Title Lead Custodian
Department
Institution State Center Community College District
Fresno, California

Date Posted Jul. 26, 2024

Application Deadline 08/15/2024
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Facilities/Maintenance/Transportation

Apply Online Here <https://apptrkr.com/5468657>

Apply By Email

Job Description

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Lead Custodian

Salary: \$51,620.00 - \$63,486.00 Annually

Location: Districtwide, CA

Job Type: Permanent

Division: DO District Office

Job Number: 2024057

Closing: 8/15/2024 2:23 PM Pacific

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General Purpose

Under general supervision, leads and participates in cleaning, sanitizing and maintaining buildings including classrooms, restrooms, offices and related facilities; performs minor maintenance and repair to lighting, furniture, fixtures and facilities; maintains floors and carpets; assists with event setup and cleanup; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides input in selecting, training and providing day-to-day lead work guidance and direction to other staff and student workers; assigns, schedules and monitors work for completeness, accuracy and conformance with District, department and legal/regulatory requirements and standards; monitors workflow to ensure that mandated deadlines are being met in an optimal manner; provides information, instruction and training on work procedures and technical, legal and regulatory requirements.
- Provides input to supervisor on employee work performance and behaviors; assists in ensuring a fair, open and inclusive work environment in accordance with the District's mission, goals and values.
- Ensures staff and student aides comply with department standards and specifications and utilize proper work methods and techniques; ensures adherence to safe work practices and procedures.
- Inspects and verifies restrooms, classrooms and facilities are clean, sanitized and restocked.
- Performs basic plumbing, carpentry and electrical work; makes repairs to furniture as necessary.
- Oversees and participates in the maintenance of floors and carpets including stripping, waxing and polishing floors and shampooing carpets; makes recommendations to change frequency of cleaning or to replace.
- Oversees and participates in the preparation of classrooms, rooms, facilities and outdoor spaces for special events, meetings and regular classroom usage.
- Coordinates with managers to arrange office furniture and equipment moves and installation.

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- Tracks usage and maintains inventories of cleaning and maintenance supplies and equipment; orders cleaning supplies and materials; maintains and evaluates custodial and maintenance equipment; repairs and replaces equipment as needed.
- Makes oral and written reports for work performed; completes and submits work orders and time sheets on a timely basis; attends meetings; participates in safety training.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

OTHER DUTIES

- Operates a forklift, boom lift and scissor lift when needed to accomplish assigned tasks.
- May participate in bidding process for supplies and equipment.
- Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Repair methods, standards, materials and equipment involved in the maintenance of buildings and facilities, including basic plumbing, basic carpentry, painting and minor electrical.
- The operation of hand and power tools and equipment common to several semi-skilled maintenance and repair trades.
- Department cleaning methods and standards.
- The operation and maintenance of a variety of hand and power tools and equipment.

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- Proper mixing and diluting of cleansers, disinfectants and cleaning agents.
- Practices and techniques of sound business communication; correct English usage, including spelling, grammar and punctuation.
- District policies, procedures and rules regarding inventory, budgeting, purchasing and travel/training and expense reporting.
- Applicable sections of the California Education Code.
- Applicable federal, state and local laws, rules and regulations.
- Safety policies and work practices applicable to the work being performed including the use of personal protective equipment as needed.
- Basic principles and practices of employee work guidance and direction.
- Board policies, Personnel Commission Rules, Administrative Regulations, Human Resources procedures and collective bargaining agreements.
- Uses and operations of scanners, phone systems, computers, standard business software, and database and spreadsheet applications.

Skills and Abilities to:

- Assign and inspect the work of custodial and utility maintenance personnel.
- Determine work priorities during peak workload periods, using sound judgment in the application of policies, rules, regulations and standard operating procedures.
- Operate and maintain tools and equipment used in custodial work.
- Analyze problems, evaluate alternatives and recommend or adopt effective courses of action in accordance with established policies and procedures.
- Set priorities and exercise sound judgment within areas of responsibility.
- Understand, interpret, explain and apply applicable laws, codes, regulations, policies and procedures.

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- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

Graduation from high school or GED equivalent, and three years of custodial experience that included minor building and equipment maintenance; or an equivalent combination of training and experience.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance program.

Forklift certification is required within three months of hire or appointment to the position.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. The employee is frequently required to climb or balance and stoop, kneel, crouch or crawl. The employee is frequently required to lift up to 50 pounds unaided or 100

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pounds with assistance.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; analyze and solve problems; use basic math and mathematical reasoning; work under deadlines with interruptions; and interact with others encountered in the course of work including District managers, employees, contractors, vendors and dissatisfied/abusive individuals.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works primarily in an indoor environment; works while wearing personal protection equipment; is frequently exposed to fumes from commercial cleaning products and noise from vacuums and other cleaning equipment; and is occasionally exposed to toxic or caustic chemicals and biological hazards.

The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

Assessment Process

APPLICATION SUBMISSION

To move forward in the selection process, you must complete an online application through our web site at <http://www.schooljobs.com/careers/scccd>. Please attach to your application a copy of your transcripts (including when degree[s] was awarded) or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and

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contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.

All required documents must be submitted by the applicant. Personnel Commission staff will not upload your documents for you. The State Center Community College District does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to your application.

APPLICATION REVIEW AND ASSESSMENTS

The application review process includes an evaluation of training and experience based on given application information and answers to supplemental questionnaire. Only the most qualified applicants, who pass the minimum qualifications review, will be invited to the assessment process.

The assessment process will include a competency assessment (50% weight) and an oral interview assessment (50% weight). Of those achieving a passing score on the competency assessment, only the most qualified candidates, plus ties, will be invited to the oral interview assessment. Passing score is 75% out of 100% on each assessment section.

TESTING TENTATIVELY SCHEDULED AS FOLLOWS:

Competency Assessment: August 27, 2024

Oral Interview Assessment: September 04, 2024

The assessment process / assessment date is subject to change as needs dictate. All communication regarding this process will be delivered via email to the address listed on your application.

ELIGIBILITY LIST

Candidates who attain a passing score on each part of the assessment will be placed in rank order on a Districtwide Open-Competitive List. Using the same process, a separate Promotional List will be established and both Lists will be used concurrently. The eligibility list will be used to fill current vacancies districtwide for six (6) months. **The current vacancy is at Fresno City College (West Fresno Center/First Responders Campus).**

PASSING THE ASSESSMENTS AND BEING PLACED ON THE ELIGIBILITY LIST DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.

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ACCOMMODATIONS

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the State Center Community College District Personnel Commission Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

SCCCD is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to join our District's purpose to support student success both locally and globally. United, we the faculty, classified professionals and administrators pledge to treat all applicants and employees fairly and equitably.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4594996/lead-custodian>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

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