

TEMPORARY Lead Custodian
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=247456>

Downloaded On: Nov. 21, 2024 7:36am

Posted Oct. 22, 2024, set to expire Jul. 23, 2025

Job Title	TEMPORARY Lead Custodian
Department	
Institution	State Center Community College District Fresno, California
Date Posted	Oct. 22, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
Apply Online Here	https://apptrkr.com/5738095
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Job Description	

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TEMPORARY Lead Custodian

Salary: \$24.82 - \$30.52 Hourly

Location: Fresno City College, CA

Job Type: Temporary

Division: FCC Administrative Services

Job Number: 202400229-T

Closing:

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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.
- Proper mixing and diluting of cleansers, disinfectants and cleaning agents.

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- 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.
- Effectively engage and support historically minoritized groups by addressing issues of equity and

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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 pounds with assistance.

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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

Only the most qualified applicants will be invited to interview for the assignment.

Work Hours: Monday - Thursday: 5:00PM - 1:30AM & Friday: 3:30PM - 12:00AM

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4700255/temporary-lead-custodian>

Contact Information

Please reference Academickeys in your cover letter when

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applying for or inquiring about this job announcement.

Contact

N/A

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