



# Longview Independent School District

## JOB DESCRIPTION CUSTODIAN, LEAD

<b>JOB TITLE:</b>	Custodian, Lead	<b>WAGE/HOUR STATUS:</b>	Non-Exempt
<b>REPORTS TO:</b>	Director of Maintenance Custodial Supervisor	<b>TERMS:</b>	260 Days
<b>DEPARTMENT:</b>	Facilities	<b>PAY GRADE:</b>	Manual Trades 3

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### PRIMARY PURPOSE:

Plans, schedules, assigns, supervises and coordinates all cleaning and custodial activities at a designated location such as a high school, middle school campus, elementary school campus, administration building, athletics building, PFC building, transportation facility, education complex, or warehouse

### DISTINGUISHING CHARACTERISTICS:

Employees in this classification are responsible for planning, scheduling, assigning, supervising, and coordinating all cleaning and custodian activities at a designated school, building or facility. All employees in this classification perform basically the same tasks; however, positions are allocated to four different pay grades based upon such factors as square footage space to be cleaned and number of subordinate personnel supervised. Work is performed under general supervision, and in accordance with established policies and procedures. Supervision is exercised over a moderate-sized group of subordinate custodial employees. Work is reviewed by a supervisor through conferences, inspections, and evaluations of results obtained.

### QUALIFICATIONS:

#### Education/Certification

High School diploma or GED, preferred  
Valid Texas driver's license

#### Special Knowledge/Skills:

Ability to read and understand instructions for cleaning, maintenance and safety procedures  
Knowledge of minor repair techniques and building and grounds maintenance  
Ability to operate cleaning equipment and lift heavy equipment  
Ability to properly handle cleaning supplies



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### QUALIFICATIONS: (continued)

#### Minimum Experience:

Considerable working experience in institutional, building custodial work, including some experience in a supervisory capacity or any equivalent combination of education and experience that would provide the above noted knowledge, skill, and ability

**MAJOR RESPONSIBILITIES AND DUTIES:** (May not include all duties performed; not all incumbents perform all functions delineated.)

1. Plan, schedule, assign, supervise and coordinate all cleaning and custodian activities at a designated school, building, or facility
2. Supervise the work of a moderate-sized group of subordinate employees engaged in various cleaning and custodian activities such as sweeping, mopping, buffing, waxing and stripping floors, vacuuming and shampooing carpets, dusting furniture, blinds and woodwork, washing windows, cleaning restroom floors and fixtures, cleaning cafeteria tables and counter tops, operating cleaning and custodian equipment, operating laundry equipment, removing paper, trash and litter and depositing in proper containers, replacing light bulbs, moving furniture, tables and chairs, patrolling and cleaning areas outside buildings
3. Instruct subordinates in proper work methods and procedures, proper use of equipment, materials and supplies, and on expected levels of performance; plans and conducts safety meetings
4. Assign equipment, materials and supplies; orders and maintains an inventory of cleaning materials and supplies
5. Comply with district policies, as well as state and federal laws and regulations
6. Adhere to the district's safety policies and procedures
7. Maintain confidentiality in the conduct of district business
8. Must be able to perform the essential functions of walking and interacting with students and/or district employees in the specific work site assigned (classroom or office setting)
9. Demonstrate regular and prompt attendance
10. Other duties as assigned



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### **SUPERVISORY RESPONSIBILITIES:**

Monitor and direct the work of custodians

### **EQUIPMENT USED:**

Buffer, stripper, wet and dry vacuum cleaner, electric drill, shampooer, lawn mower, edger, and weed eater

### **WORKING CONDITIONS:**

#### **Mental Demands:**

Reading, ability to communicate effectively (verbal and written); maintain emotional control under stress; interpret policy, procedures, and data

#### **Physical Demands/Environmental Factors:**

Work requires sufficient physical strength, agility, dexterity, and hand-eye-foot coordination to perform all essential tasks, including lifting and carrying objects weighing up to 50 pounds; pushing and pulling equipment weighing up to 70 pounds; reaching in front of body and stretching overhead. Duties also require repetitive hand motions; frequent standing, walking, climbing, kneeling, squatting, stooping, bending, pulling and pushing; move small stacks of textbooks, media equipment, desks, and other classroom equipment; prolonged use of computer terminal possible; district and state travel may or may not be required; frequent prolonged and irregular hours; possible biological exposure to bacteria and communicable diseases; specific vision abilities required by this job include close vision, distance vision, peripheral vision, and the ability to adjust focus.

#### **Hazards/Unusual Demands:**

Employee is exposed to potential chemical hazards and toxic substances when using cleaning liquids, solvents and solutions; to potential biological hazards when cleaning restrooms, and to potential physical hazards when operating custodian equipment. Work also exposes employee to dust, fumes and occasionally to adverse weather conditions. Work requires the frequent use of safety clothing and equipment and compliance with safety procedures. Most positions require work during evening/night shifts.



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**EVALUATION:** Auxiliary Evaluation

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties and skills that may be required. This job description is not an employment agreement or contract. The administration has the exclusive right to alter this job description at any time without notice.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**ESTABLISHED/REVISED: May, 2013**