Custodial Leader

Position Details

Class Code: 8100  
Job Family: Service/Operations Workers  
Classification: Support Staff  
Terms of Employment: Pay Grade 46 on the Support Staff Salary Schedule  
FLSA STATUS: NON-EXEMPT

Position Summary

Under general supervision, coordinates the work requirements of an assigned shift and cleans assigned Clark County School District facility.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Supervises custodians on an assigned shift or has responsibility for a special complex or facility.  
2. Trains new employees and responds to questions and concerns of assigned employees.  
3. Provides input for evaluations of assigned staff.  
4. Washes and scrubs walls, lavatory fixtures, windows, drinking fountains, drains, lights, light fixtures, and painted surfaces.  
5. Services soap dispensers, towel boxes, and similar containers.  
6. Cleans floors by vacuuming, sweeping, mopping, polishing, or scrubbing.  
7. Cleans, dusts, and polishes woodwork, furniture, glass, and other items.  
8. Removes spots and graffiti from floors, walls, woodwork, furniture, carpets, and fixtures.  
9. Empties and cleans wastepaper baskets and other refuse containers.  
10. Cleans chalkboards, trays, and erasers.  
11. Operates power sweepers, polishers, and other power equipment.
12. Moves and adjusts chairs, desks, tables, supplies, furniture, and changes lights, as needed.
13. May be required to move, assemble, or disassemble furniture, equipment, or other items, or to assist other crafts in an emergency, or as the need arises.
14. Strips, seals, and waxes floors.
15. Cleans and shampoos rugs and carpets.
16. Conforms to safety standards, as prescribed.
17. Performs other tasks related to the position, as assigned.

**Distinguishing Characteristics**
May involve supervision and/or participation in the work of an assigned Clark County School District facility on a daily basis.

**Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of custodial supplies and equipment.
2. Ability to supervise assigned staff.
3. Ability to plan and organize work.
4. Ability to understand written and oral instructions.
5. Ability to operate and maintain custodial equipment.
6. Ability to perform physically demanding work.
7. Ability to climb ladders for cleaning and changing of lights.
8. Ability to work flexible work schedules.
9. Ability to work cooperatively with employees, students, and the public.
10. Ability to recognize and report hazards and apply safe work methods.
11. Possess physical and mental stamina commensurate with the responsibilities of the position.

**Position Requirements**

**Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Six (6) months experience as a custodian in the Clark County School District; or,
One (1) year experience (District, out-of-District, or a combination of both) as a custodian.

Licenses and Certifications
None Specified.

Preferred Qualifications
Aerial Work Platform Certification.

Document(s) Required at Time of Application
1. High school graduation or other equivalent (i.e., GED, foreign equivalency, etc.).
2. Specific documented evidence of training and experience to satisfy qualifications.

Examples of Assigned Work Areas
Clark County School District facilities, offices, and schools (classrooms, restrooms, locker rooms, corridors, theaters, cafeterias, etc.), construction sites, etc.

Work Environment

Strength
Medium/Heavy - exert force to 50-100 lbs., occasionally; 25-50 lbs., frequently; or 10-20 lbs., constantly.

Physical Demand
Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.
Environmental Conditions

Varies from climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

Truck-mounted carpet extractor, various cleaning equipment (i.e., vacuum, buffer, etc.).

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 11/28/18
- Created: 10/24/86