Loudoun County Public Schools

HUMAN RESOURCES AND TALENT DEVELOPMENT
JOB CLASS SPECIFICATION

Certified: 4/29/2026

Lead Head Custodian

Pay Scale: B
Level: 9
FLSA Status: Non-Exempt
Job Family: Facilities Services
Primary Location: Facilities Services

Department Overview
The Department of Support Services supports the learning environment by providing high-quality, safe, comfortable, well-maintained educational facilities and grounds, and safe student transportation. Providing timely, responsive, effective, and professional support to our students, teachers, staff, and community is our department's goal and one of our core values. The department includes the following teams: Construction Services, Environmental Health and Safety, Facilities Operations, Management and Coordination, Planning and GIS Services, Sustainability, and Transportation.

Job Overview
This position performs highly responsible work in custodial operations and grounds maintenance and is responsible for the training, coordinating, monitoring, and quality control of all custodial work performed at Loudoun County Public Schools (LCPS) facilities. This position provides routine oversight and mentorship to school-based custodial staffs and will work with school and building administrators to provide technical guidance on custodial and grounds maintenance matters. The position actively assists in coordination of school-based substitute custodian assignments, organizes and leads special custodial project teams to accomplish priority assignments, leads and performs snow/ice removal operations, and recommends changes and improvements to school- based custodial practices, equipment, and products. Work is primarily performed within the school building, during the evening shift, to include driving between all LCPS schools.

Roles and Responsibilities
The following information is intended to describe the overall nature and scope of the work being performed in relation to the position. This is not a comprehensive listing of all responsibilities or tasks; other work may be assigned when deemed appropriate:

- Custodial subject matter expert in custodial operations and grounds maintenance responsible for training of newly hired custodians in use of cleaning/floor care equipment and supplies, grounds maintenance equipment and practices, snow/ice removal equipment and processes, and proper use of cleaning chemicals.
- In coordination with school-based custodial teams, the development and implementation of work plans to accomplish daily, weekly, monthly, and yearly cleaning and requirements.
- Performs routine quality control and safety inspections.
- Works with school-based custodial teams and leadership in developing improved work processes, conducting product evaluation, and determining custodial supply needs.
- Observes, provides feedback, and communicates with leadership on the performance of school-based custodial teams quality and efficiency of work.
- Conducts and coordinates periodic advanced custodial training and coordinates training by vendors for new equipment or cleaning products.
- Assists with the interviewing and selection of new Custodians, Head Custodians, and custodial transfers and provides feedback and recommendations to hiring authorities

- Serves as On-Call Custodial Operations Supervisor when scheduled.

Qualifications
Below are the minimum qualifications for this job. Equivalent combinations of education and experience are also acceptable.

Education
High School Diploma or GED

Experience
Ten (10) years demonstrated experience leading custodial work teams in an educational or commercial environment

Licenses and Certifications
Valid Driver's License

Knowledge, Skills and Abilities
- Advanced working knowledge of custodial methods, materials, and best practices
- Working knowledge of custodial and grounds equipment and custodial equipment repair
- Ability to train, inspect, and implement corrective actions for the work of a custodial team
- Ability to maintain records associated with job duties
- Advanced knowledge of Microsoft Office (Excel, Outlook, Word) and ability to use online/cloud-based programs for creating, sharing and updating memos, pdf and spreadsheets etc.
- Excellent human relations and communication skills

Physical Requirements
The following provides a brief description of physical requirements for this position:

While performing the duties of this job, the employee is regularly talking, expressing or exchanging ideas by means of the spoken word. The employee must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly. The employee must possess normal cognitive abilities including the ability to learn, recall and apply certain practices and policies. Frequently sitting and/or remaining in a stationary position for long periods of time. Exerting up to 50 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Essential Personnel
Employees who perform the responsibilities of this position for the Department of Support Services are considered essential personnel. Essential personnel are designated employees who must report for work during a delay or emergency situations. A workplace emergency is an unforeseen situation that threatens the staff, pupils, or the public; disrupts or shuts down business operations; or causes physical or environmental damage. Emergencies may be natural or manmade. It is incumbent upon the supervisor to inform and confirm which essential personnel are required to work during emergency closings. Notification and confirmation of the expectation of essential personnel to report to work, or maintain as-needed status, will be executed with as much advanced notice as possible via in-person communication or email.

Equal Opportunity Employment
The Loudoun County School Board seeks to cultivate a high performing team of professionals focused on its mission and goals. The School Board values merit and excellence within its workforce and encourages the highest levels of professionalism for all its employees.

The School Board also recognizes and values the diversity of the students and broader community it serves and encourages diversity within its workforce.

The Loudoun County School Board is an Equal Opportunity Employer. The School Board does not discriminate against qualified applicants or employees on the basis of actual or perceived race, national origin, ancestry, color, sex, sexual orientation, gender identity, pregnancy, childbirth or related medical conditions, marital status, age, religion, disability, genetic information, veteran status or any basis protected by law.

ADA Accommodations Disclosure
Under the Americans with Disabilities Act (ADA), LCPS is required to provide reasonable accommodations to qualified employees with disabilities, unless doing so would pose an undue hardship. Qualified employees are those who hold the necessary degrees, skills, and experience for the job; and who can perform its essential responsibilities list above, with or without accommodation.