



CLASS SPECIFICATION

Class Code: 9007
Date Est: 4/79
Last Rev: 3/2001
Last Title Chg:
FLSA: non-exempt

LEAD CUSTODIAL WORKER

DEFINITION

Under general supervision, provides lead direction and work coordination for Custodial Workers; cleans and performs minor maintenance in an assigned area; reports the need for major improvements and repairs; and performs related work as required.

EXPERIENCE AND TRAINING REQUIREMENTS

Two years of experience in custodial and basic building maintenance work; OR an equivalent combination of training and experience.

LICENSE OR CERTIFICATE

Possession of a valid driver's license is required at the time of appointment.

SUPERVISION EXERCISED

Serves as a lead worker over Custodial Workers.

EXAMPLES OF DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Prepare work schedules and assign Custodial Workers to County buildings, ensuring adequate coverage.

Maintain employee records.

Access and use preventive maintenance software (CAM).

Order and distribute cleaning supplies and paper products.

Scrub, mop, wax, and polish floors.

Dust and polish furniture.

Dust books and shelves.

Wash windows, woodwork, toilets, washrooms, and fixtures.

Replace burned out light bulbs and lavatory supplies.

Dispose of waste paper.

Move office furniture and equipment.

May clean outside walkways.

Operate and maintain power equipment such as buffers, waxers, and vacuums.

Report damage requiring repairs and may make minor repairs.

Inspect buildings to ensure adequate maintenance by custodial staff.

Assist custodial supervisor in performance evaluations of custodians.

Report unusual situations, discrepancies in work schedules and employee performance, supply distribution problems, and equipment malfunctions to the Custodial Services Supervisor.

May perform minor repairs to custodial equipment.

May keep records on equipment use and supply distribution.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Full Performance *(These may be acquired on the job and are needed to perform the work assigned.)*

Knowledge of:

Department policies and procedures.

Proper use of materials and supplies.

Ability to:

Provide lead direction and work coordination for custodial staff.

Perform a variety of custodial and minor maintenance work with minimum guidance and supervision.

Entry Level *(Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.)*

Knowledge of:

Methods, materials, tools, and equipment used in custodial work.

Safe work practices.

Principles of work planning, coordination, and lead direction.

Ability to:

Plan and schedule custodial assignments.

Perform a variety of cleaning methods and procedures.

Make minor repairs and adjustments to building equipment.

Read and understand container labels.

Maintain accurate records and cleaning schedules.

Establish and maintain cooperative working relationships with supervisors and co-workers.

Establish and maintain cooperative working relationships with building customers.

SPECIAL REQUIREMENTS

Essential duties require the following physical skills and work environment.

Ability to stand and walk for extended periods. Ability to frequently stoop, bend, and kneel. Ability to lift and move objects weighing up to 50 lbs. Ability to perform sustained and vigorous activities in a variety of environmental conditions. Exposure to dust, fumes, solvents, and chemicals.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards.

Approved WERCCS Job Evaluation Committee

Date March, 2001