



Office of Human Resources
Custodian Lead - CJ2977
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General Statement of Duties

Performs full performance custodial lead work over a custodial crew responsible for cleaning and disinfecting City facilities and public domains, which may include grounds keeping, snow removal, and minor repair work and/or the maintenance of City facilities and equipment.

Distinguishing Characteristics

This class is used where a traditional supervisor does not exist, which may include swing and graveyard shifts. This class is distinguished from the Custodian, which does not have lead worker responsibilities, and is distinguished from the Custodial Supervisor, which has full supervisory responsibilities.

Level of Supervision Exercised

Performs lead work over two or more employees.

Essential Duties

Assigns work to employees, monitors work status, and reviews completed work for accuracy and conformance to work goals, and assisting in the training of employees.

Contributes to the development of performance goals, documents performance, provides performance feedback, and provides information to inform the formal performance evaluation.

Operates mechanical floor cleaners, polishers, and vacuums; including buffing, striping, waxing, and polishing floors, and vacuuming and shampooing carpets; and, performs minor maintenance, cleaning, and repair of mechanical equipment.

Dusts and wet mops offices, rooms, halls, stairways, and public areas.

Removes waste and soiled linens from work areas, and gathers and disposes of trash and waste, some which may contain hazardous materials.

Cleans and disinfects all fixtures, floors, partitions, mirrors, windows, doors, and walls, including those in kitchens, bathrooms, utility rooms, locker rooms, work rooms, study rooms, and conference rooms; and restocks supplies as needed.

Dusts furniture, equipment, shelves, and woodwork, which includes tops of windows and door frames; and the cleaning of vents and fans.

Moves, removes, and relocates furniture, furnishings, equipment, etc. as directed.

Regularly conducts inspection of inventory supply and equipment; and, notifies supervisor of needed supplies and equipment repairs.

Assists in setting-up and supporting agency/department-wide functions and/or special events.

Performs minor maintenance and repair of clogged toilets and sinks; minor furniture and/or fixture repairs; and, replaces burned out light bulbs.

By position, performs exterior maintenance duties including snow removal from sidewalks, steps, and parking lots, mowing lawns, pulling weeds, watering plants and lawns, and picking up litter and clearing dumpster areas.

By position, may be required to be on-call to address emergent needs.

Performs other related duties as assigned or requested.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Oral Communication – Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Reading – Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Reasoning – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

Working with People - Shows respect for the views and contributions of other team members. Shows empathy, listens, supports, and cares for others, and reconciles conflict

Writing – Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Knowledge of hazardous materials and waste and their uses, interactions, dangers, production, handling, storage, and disposal.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

One (1) year of experience performing housekeeping or custodial work of the type and at the level of custodian.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.

Potential exposure to chemicals, gas and low-level radiation

Potential exposure to cold temperature, cold enough to cause bodily discomfort

Potential exposure to cold weather conditions (indoor/outdoor)

Potential exposure to conditions that affect the skin or respiratory system.

Potential exposure to dust
 Potential exposure to extreme temperature changes
 Potential exposure to hazardous anesthetic agents, body fluids, and bio-wastes
 Potential exposure to hazardous conditions where there is a danger to life, body, and/or health
 Potential exposure to hazardous/toxic chemicals
 Potential exposure to hazards from electro/mechanical/power equipment.
 Potential exposure to hazards of steam and heat
 Potential exposure to heat temperatures, hot enough to cause bodily discomfort
 Potential exposure to hot and humid work environment
 Potential exposure to housekeeping/cleaning agents/chemicals.
 Potential exposure to pesticides or fertilizers
 Potential exposure to the risk of blood borne diseases.
 Potential exposure to temperature changes: variations in temperature from hot to cold
 Potential exposure to toxic chemicals.
 Potential exposure to unpleasant elements (accidents, injuries, and illness).
 Potential exposure to wet working conditions (snow removal)
 Extreme cold conditions
 Handles absentee replacement on short notice
 Handles emergency or crisis situations
 Noise sufficient to cause distraction or possible hearing loss
 Occasional pressure due to multiple calls
 Personal Safety: aware of surroundings, people, and events
 Pressure due to multiple calls and inquiries
 Subject to burns and cuts
 Subject to electrical and radiant energy hazards
 Subject to hazards of flammable or explosive gases
 Subject to injury from moving parts of equipment or vehicles
 Subject to many interruptions
 Subject to precarious or high locations
 Subject to pressure for multiple calls, inquiries, and interruptions
 Subject to varying and unpredictable situations
 Subject to traffic, roadways, and pedestrians
 Subject to vibrations and strain on the body to cause bodily harm if endured daily
 Temperature Changes: variations in temperatures from hot to cold when works in field
 Wet: frequent contact with water, liquid, chemicals, or sanitary sewage
 Works in confined, uncomfortable or awkward locations
 Works in precarious or high locations.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Agility: bends, stretches, twists, or reaches out with the body, arms or legs.
 Balancing: maintaining body equilibrium to prevent falling over.
 Carrying: transporting an object, usually by hand, arm, or shoulder.
 Climbing/Balancing: climbing walls, fences and other obstacles and balancing.
 Climbing: ascending or descending objects usually with hands/feet.
 Climbing: ascending or descending objects.
 Color vision: ability to distinguish and identify different colors.

Crawling: moving about on hands and knees or hands and feet.
Crouching: bending body downward and forward by bending legs.
Depth Perception: ability to judge distances and space relationships.
Eye/Hand/Foot Coordination: performing work through the use of two or more.
Feeling: perceiving attributes of objects by means of skin receptors.
Feeling: perceiving attributes of objects by means of spoken word.
Field of Vision: ability to adjust vision to bring objects into focus.
Field of Vision: ability to see peripherally.
Fine Dexterity: coordinator eye-hand to operate a vehicle, reach, hold, grasp and turn objects
Fingering: picking, pinching, or otherwise working with fingers.
Handling: seizing, holding, grasping, or otherwise working with hand(s).
Handling: seizing, holding, grasping, or otherwise working with fingers.
Hazards: conditions where there is danger to life, body and/or health.
Hearing/Talking: hear and determine direction of sound.
Hearing: perceiving the nature of sound by the ear.
Kneeling: bending legs to come to rest on one or both knees.
Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.
Mathematical reasoning:
Memorization:
Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.
Neck Flexion: moving neck upward/downward.
Oral comprehension:
Physical Strength: exerts maximum muscle force to lift, push, pull or carrying objects and performs laboring work.
Pulling: exerting force upon an object so that it is moving to the person.
Pushing/Pulling: push/pull equipment, objects, etc.
Pushing: exerting force upon an object so that it is moving from the person.
Reaching: extending the hand(s) and arms(s) in any direction.
Repetitive motions: making frequent movements with a part of the body.
Sitting: remaining in the normal seated position.
Stamina: exerts oneself physically over long periods of time without tiring. (which may include performing repetitive tasks such as hammering or lifting objects).
Standing: remaining on one's feet in an upward position.
Stooping: bending the body by bending the spine at the waist.
Talking: expressing or exchanging ideas by means of spoken words.
Vision Far Acuity: ability to see clearly at 20 feet or more.
Vision Near Acuity: ability to see clearly at 20 inches or less.
Vision: to observe animal behavior, read signs, and reading colors.
Walking: moving about on foot on uneven surfaces.
Written Comprehension.

Background Check Requirement

Criminal Check
Employment Verification
By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: J-608

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: