Office of Human Resources

Custodian Lead – CJ2977

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.

Guidelines, Difficulty and Decision-Making Level
Procedures, methods, and techniques to be used are well established with options to be considered well defined. Tools, work aids, and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Duties assigned are primarily routine, repetitive, and restricted in intricacy with little or no discretion in how they are carried out.

Level of Supervision Received & Quality Review
Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

Interpersonal Communication & Purpose
Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

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.

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.  

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<tr>
<th>Background Check Requirement</th>
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<tbody>
<tr>
<td>Criminal Check</td>
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<tr>
<td>Employment Verification</td>
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<tr>
<td>By position, Motor Vehicle Record</td>
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</tbody>
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<tr>
<th>Assessment Requirement</th>
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<tbody>
<tr>
<td>None</td>
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<tr>
<th>Probation Period</th>
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<tr>
<td>Six (6) months.</td>
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<tr>
<th>Class Detail</th>
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<tbody>
<tr>
<td>Pay Grade: J-607</td>
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<tr>
<td>FLSA Code: N</td>
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<tr>
<td>Management Level: 8</td>
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<tr>
<td>Established Date: 9/21/2018</td>
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<tr>
<td>Established By: Lori Schumann</td>
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<tr>
<td>Revised Date: 6/11/2019</td>
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<tr>
<td>Revised By: Ryland Feno</td>
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<td>Class History:</td>
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<tr>
<td>6/11/19 - Updated working environment verbiage.</td>
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