

BANNOCK COUNTY **CLASS SPECIFICATION**

LEAD CUSTODIAN

Department: Building and Grounds
FLSA Designation: Non-Exempt

Pay Grade: 4
Effective Date: 10/04, 8/09

Purpose of Class

Supervises and performs routine custodial work in public buildings; performs related work as required.

Primary Function

The primary function of an employee in this class is to supervise and perform routine custodial and cleaning tasks in assigned public buildings. Additionally, an employee in this class may be assigned to other maintenance duties in County facilities. The position provides direct supervision to a crew of Custodians and is supervised by the Building and Grounds Supervisor. The principal duties of this class are performed in a public building environment and include use of electrically powered cleaning equipment and cleaning substances that may involve related hazards.

Essential Duties and Responsibilities (will vary by assignment)

- Supervises crew of assigned custodial workers, including giving job assignments, and supervising operations for safe work practices, and determining assignments have been completed;
- Inspects buildings to determine job assignments;
- Sets work schedules and reviews time cards for assigned custodial workers;
- Maintains equipment and supplies, ensuring employees have sufficient inventories for work assignments;
- Responds to questions, concerns, and maintenance/custodial issues raised by crew members;
- Maintains building security;
- Sweeps and mops floors, including public hallways and department offices, meeting rooms, and restrooms;
- Vacuums carpeted floors;
- Strips and waxes floors and shampoos carpets on regular maintenance schedule;
- Dusts and wipes off surfaces;
- Cleans and sanitizes restroom areas, including toilets, sinks, mirrors, privacy dividers, walls and floor areas;
- Maintains supply levels in restrooms, including toilet paper, paper towels, and soap;
- Washes walls, windows and surface areas;
- Empties and cleans trash containers, including transporting bagged waste to outside trash receptacles.
- Dusts and cleans air vents;

- Cleans and polishes mirrors, wood, and other special reflective and decorative surfaces;
- Cleans spills, spot cleans carpets, and removes graffiti as needed;
- Cleans and maintains custodial equipment;
- Maintains sufficient inventory of cleaning supplies;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Assists in interviewing and hiring new employees;
- Performs duties of subordinates, as needed;
- Sets up for and breaks down after public meetings;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Employee supervision, training, leadership, and evaluation methods and techniques;
- Methods, materials, tools and standard practices of cleaning and maintaining public buildings;
- Preparation, use, and disposal of chemical cleaning agents;
- Appropriate use of cleaning agent for varied surface types;
- Safety procedures when cleaning and moving furniture.

Ability to:

- Follow written and oral instructions;
- Supervise, train, motivate, and evaluate employees;
- Operate, maintain and perform minor repairs to powered custodial equipment including, but not limited to, vacuums, strippers, waxers, buffers, shampoo cleaners and power washers;
- Operate hand cleaning equipment including, but not limited to, brooms, dust and wet mops, dust pans, and dusters;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines and set case priorities;
- Communicate effectively with the public and other employees.

Acceptable Experience and Training

- High school diploma or GED equivalency is required; and
- Two (2) years of custodial experience, preferably in a public building environment, is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Idaho drivers license is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions, telephones, and safety warnings such as alarms and emergency warning sounds;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, distinguish dirt or marks on surfaces and move through unfamiliar buildings and rooms;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate a variety of cleaning devices including powered equipment, hand equipment and small objects, and to make adjustments to equipment;
- Sufficient strength to lift objects up to 70 pounds, maneuver powered cleaning equipment such as vacuums and scrubbers, carry objects up to 70 pounds for a distance up to 150 yards, stand for periods of time up to three to four hours, and to adapt to and move between work stations and job tasks on a single shift;
- Sufficient body flexibility and balance to perform cleaning operations which require repeated bending and stooping motions, including climbing and working on ladders;
- Sufficient personal mobility, flexibility, stamina, and balance, with or without reasonable accommodation, which permits the employee to work in areas with only artificial light, to work within a tightly enclosed area such as closets and small offices, to work while exposed to unpleasant odors and with allergenic substances such as cleaning solutions and dust, and to work in a custodial environment;
- Sufficient attention to concentrate on tasks when distracted and to return to and complete tasks when distracted.