



CLASS SPECIFICATION

Class Title: Lead Custodian
Department: County-wide
FLSA: Non-exempt

Class Code: 1164
Grade: 11
Eff. Date: 05/25/2006

GENERAL PURPOSE

Under general supervision of the Director or other administrative supervisor, performs routine custodial duties and monitors work of assigned custodians.

EXAMPLE OF DUTIES

Supervises custodial staff in the absence of the Custodial Supervisor; schedules, assigns, monitors and evaluates routine custodial work; participates in personnel decisions related to custodial staff; schedules training for custodial staff as needed; in consultation with the Custodial Supervisor, conducts performance appraisals in compliance with County policies, procedures, and practices. Documents performances problems and issues, and advises Custodial Supervisor of adverse work-related situations.

Acts as a working lead; performs various duties in all areas during times of employee absences; inspects assigned work areas for proper custodial care and cleaning.

Maintains all custodial closets and supply rooms in an orderly manner keeping closets organized, stocked and clean.

Performs custodial work that includes sweeping, mopping, vacuuming, dusting, removing trash, cleaning restrooms and windows, etc. Performs emergency cleanup. Collects all trash from assigned drop areas and deposit in the dumpsters provided.

Responds to assigned work orders issued from Facilities Management Office.

Moves and sets up equipment and furniture for meetings and events; returns equipment and furniture at the completion of event.

Observes and reports maintenance and safety problems to Custodial Supervisor. In the absence of the Custodial Supervisor, ensures all campus buildings are secured and locked each night.

Performs minor maintenance and repairs on cleaning equipment, light switches, circuit breakers, and taps; replaces lamps and light bulbs.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

High school graduation or equivalent and one (1) year of related experience, or an acceptable combination of education and experience. Preference for supervisor or leadworker experience.

2. Special Qualifications:

Must possess a valid Utah Driver License.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

3. Necessary Knowledge, Skills and Abilities:

Knowledge of: custodial practices and procedures; cleaning chemicals, tools, and equipment; safety policies, procedures, and practices; bodily fluid and bio-hazard cleanup procedures; department policies, procedures, and practices.

This position may require the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

Ability to: assign and supervise the work of others; conduct performance appraisals; work independently with minimal supervision; use cleaning solutions/chemicals, custodial tools and equipment; understand and follow written instructions related to cleaning solutions; carry, set-up, ascend and descend ladders; lift, carry and otherwise move objects weighing up to 50 lbs.; follow oral and written instructions; communicate effectively (orally and in writing); establish and maintain effective working relationships with supervisors, other employees, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.**