

LEAD CUSTODIAN

MAJOR FUNCTION

This position involves manual labor in the general custodial care of County facilities on a daily basis. Position assists Custodial Crew Coordinator in accomplishing daily shift responsibilities.

ESSENTIAL FUNCTIONS

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Cleans and sanitizes bathroom facilities, windows, floors, and vacuums carpets.
- Empties trash receptacles, and separates recyclables.
- Replaces paper products in bathroom facilities, and unclogs plumbing fixtures.
- Dusts walls, baseboards, furniture and office equipment.
- Strips and waxes floors. Uses commercial chemical cleaning agents and commercial waxes.
- Operates floor scrubbers, buffing machines, carpet cleaners and professional cleaning equipment.
- Position may require driving between locations.
- Required to report to work at the appointed hour, as scheduled, and to work the entire assigned schedule.

SECONDARY FUNCTIONS

- Performs minor painting tasks.
- Emergency or accident cleanup on call for spills, messes, broken glass, etc.
- May supervise work release and community service workers.
- Moves office furniture and sets up conference rooms.
- Performs other duties as assigned.

CUSTOMER SERVICE

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit.

SUPERVISION

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Functions in a lead worker capacity assisting crew coordinators in ensuring the operational, scheduling and administrative aspects of the work are accomplished as required.

EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS

Education and Experience

High school graduate or equivalent. One year experience at the Custodian level required.

Licenses

Possession of a valid Florida Driver, License.

JOB SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

Language Skills

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Mathematical Skills

- Ability to add and subtract two digit numbers and to multiply and divide with tens and hundreds.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Problem Solving Abilities

- Ability to apply general understanding to carry out simple one-or two-step instructions.
- Ability to deal with standardized situations with only occasional variability.
- Applies easily understood policies, methods, and guidelines to own work.

Specialized Skills and Abilities

- Knowledge of cleaning materials, consumable supplies and cleaning equipment and cleaning techniques.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are

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committed to the goals and objectives of the team.

PHYSICAL DEMANDS

While performing the duties of this job, the employee will regularly be required to climb or balance, stoop, kneel, crouch, or crawl, and lift up to one hundred pounds; and will frequently be required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, talk or hear and taste or smell. Special vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus. Requires the use of hands simultaneously with upper and lower body twisting, pushing, pulling and bending.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions, high precarious places, outdoor weather conditions, and risk of radiation; will regularly be exposed to blood, body waste and sewage, and vibration; and frequently be exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level for this environment is moderate.

Established: 10/99

Pay Grade: 6

Job Description Number: 8016

Category: 8

Status: NE

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