



## City of Irving Job Description

### Lead Custodian

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<b>FLSA Status:</b>	Non-Exempt	<b>Job Department:</b>	CIP (Building Services)
<b>Job Code:</b>	B512	<b>Reports To (Job Title):</b>	Custodial Supervisor

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#### **PURPOSE**

To lead assigned custodial crew in the performance of custodial duties and perform a range of custodial duties related to the care, cleaning, and minor maintenance of assigned buildings and facilities.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Provide supervision of custodial staff.
- Train new custodial staff.
- Fill in for custodial staff when necessary.
- Keep time records of custodial staff and reports to supervisor.
- Inspect City buildings and facilities to ensure that cleaning was performed according to standards and/or specifications.
- Investigate complaints and recommends corrective action as necessary.
- Sweep, vacuum, mop, wax, strip, and polish floors and carpets.
- Clean and sanitize restroom facilities and fixtures.
- Remove refuse and debris from City parking lots and paved areas.
- Transport equipment to and from assigned City buildings.
- Keep mileage records for assigned employees.
- Empty waste receptacles.
- Secure facilities after working hours.
- Respond to after-hours service calls on a stand-by basis.
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Move and arrange furniture and equipment for meetings and special functions.
- Identify and perform minor building maintenance in assigned buildings and facilities.

#### **SUPERVISORY RESPONSIBILITIES**

Functional and Technical Supervision - Regular responsibility for giving direction and guidance to employees as a lead worker, project manager or internal advisor. As an ongoing part of the position, the employee can expect to supervise approximately 7-8 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

This position assists the supervisor in managing the custodial budget.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to the completion of 12th grade.

### **EXPERIENCE**

- At least two (2) years of custodial experience.
- One (1) year of lead and/or supervisory experience would be beneficial.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate valid Texas driver's license, or the ability to obtain one, is required.

### **KNOWLEDGE OF**

- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation & discipline.

### **SKILLS AND ABILITIES IN**

- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Functional Supervision: Motivating, developing, and directing people as they work.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Sequencing: Correctly following a given rule or set of rules to arrange things or actions.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Persuasion: Convincing others to approach things differently.

## **GUIDANCE RECEIVED**

### **Periodic Supervision and Range of Guidelines/Procedures**

Follows periodic direct instructions and guidelines, policies and procedures that require some interpretation. Problems that cannot be addressed through an existing guideline, policy or procedure are referred to supervisor or more senior position. Position incumbent must exercise judgment about when to escalate issues.

## **CONTACTS**

Occasionally interacts with vendors and with all city departments.

## **EQUIPMENT AND PROPERTY**

Powered cleaning equipment (e.g. scrubbers, vacuum cleaners, shampoo equipment, etc.), and automobile.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to carry, drive a vehicle, listen, pull, push, see, smell, stand, talk, and/or walk. S/he frequently is required to climb, grasp, handle, feel, lift up to 50 pounds, and/or reach. Occasionally, s/he is required to sit and/or stoop.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee regularly is exposed to extreme vibration, blood-borne pathogens, a dirty environment, electrical hazards, extreme temperature or weather conditions, air contamination, high and precarious work spaces, moving mechanical parts, noise, and/or toxic or caustic materials. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.