Pursuant to the City of Irving Human Resources Job Description, the Lead Custodian is responsible for leading assigned custodial crew in the performance of custodial duties and performing a range of custodial duties related to the care, cleaning, and minor maintenance of assigned buildings and facilities. The Lead Custodian’s essential duties include:

- Providing supervision of custodial staff.
- Training new custodial staff.
- Filling in for custodial staff when necessary.
- Keeping time records of custodial staff and reports to supervisor.
- Inspecting City buildings and facilities to ensure that cleaning was performed according to standards and/or specifications.
- Investigating complaints and recommending corrective action as necessary.
- Sweeping, vacuuming, mopping, waxing, stripping, and polishing floors and carpets.
- Cleaning and sanitizing restroom facilities and fixtures.
- Removing refuse and debris from City parking lots and paved areas.
- Transporting equipment to and from assigned City buildings.
- Keeping mileage records for assigned employees.
- Emptying waste receptacles.
- Securing facilities after working hours.
- Responding to after-hours service calls on a stand-by basis.
- Performing related duties as assigned.

Other duties and responsibilities include:

- Moving and arranging furniture and equipment for meetings and special functions.
- Identifying and performing minor building maintenance in assigned buildings and facilities.

Supervisory responsibilities are categorized as 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.

Revision: December 18, 2016
based on submission approved March 2012.
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.