

DESCRIPTION: Under general supervision, assigns and monitors the work of other custodial/housekeeping employees as a lead worker, and performs custodial duties associated with the cleaning and sanitation of offices, buildings, or facilities; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the second full performance and work-leader classification level of the Custodial/Housekeeping class series. Positions at this level are assigned partial responsibility for coordinating and guiding the work of other employees on a regular basis, which may occur in multiple work sites or shifts. The work leader assists an employee who has been assigned regular, full supervisory authority, responsibility and accountability. Typical elements of direct control over other positions by a work leader include scheduling and assigning work activities, monitoring workflow and progress, checking work products and services provided, and enforcing work standards.

Positions can be assigned work and require possession of knowledge, skills, abilities, and other attributes expected of the Custodial/Housekeeper class; but the paramount and preponderant work at this level are the work leader responsibilities. May perform, on occasion, other maintenance or manual tasks of a similar level related to agency operations.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Schedules, distributes/balances, and guides the work assignments of assigned custodial/housekeeping and other employees in accordance with work procedures to assist in the accomplishment of the assigned workload.

Monitors and reports on the work of assigned custodial/housekeeping and other employees to determine conformance to established timetables and quality standards and to document communicate employee production levels and training needs.

Trains custodial/housekeeping and other employees, as directed, in specific assignments and practices of custodial work to improve and maintain performance levels.

Collects and disposes of refuse such as wastepaper, garbage, and cigarette butts to maintain sanitary conditions and keep waste receptacles in usable condition; physically lifts and moves material or objects weighing 50 pounds or more.

Mixes cleaning, polishing, sanitizing, and waxing solutions and compounds; monitors their availability.

Washes windows, woodwork, walls, and other fixtures to remove dirt using ladders, scaffolding, and other equipment.

Sweeps, mops, scrubs, strips, seals, waxes, and polishes floor surfaces to remove dirt and protect floor surfaces; vacuums and shampoos carpets and rugs to remove dirt; selects and mixes cleaning or chemical solutions.

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Cleans, disinfects, and deodorizes bathrooms and bathroom fixtures to maintain sanitary conditions using disinfectants or other chemical solutions.

Removes snow and ice from sidewalks and steps to make areas safe for employees, guests, residents, patients, members, and visitors.

Informs immediate supervisor of broken or malfunctioning equipment and fixtures to report safety hazards and facilitate repair or replacement.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: commercial cleaning techniques and practices; operating procedures of cleaning equipment used; hazards and safety precautions of cleaning equipment and supplies; commercial cleaning supplies and equipment and their appropriate uses.

Ability to: train assigned employees in custodial methods and techniques; assign, organize, and coordinate and control work activities of assigned employees; read or comprehend and follow instructions; operate commercial cleaning equipment and lift heavy objects.

Personal characteristics: sufficient physical strength and agility to operate heavy commercial cleaning equipment and lift heavy objects.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance

Experience in commercial or institutional cleaning.

SPECIAL NOTES:

Work schedules may involve ten-hour or other extended workdays, or work during evenings and weekends.

Some positions may require incumbents to be at least 18 years of age. Some positions may require use of hazardous chemicals.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).