

CLASS SPECIFICATION



CLASS: Lead Building Maintenance Custodian
ALLOCATION: Administrative Services
FLSA STATUS: Non-Exempt
UNION AFFILIATION: YCEA

ESTABLISHED: December 2002
REVISED: May 2022

JOB SUMMARY:

Under general supervision, assists the Custodial Supervisor in planning and coordinating as well as performs the full range of skilled custodial and cleaning duties in County buildings, facilities and adjacent grounds; maintain building security after operating hours; performs support work such as delivering and picking up materials; performs related work as assigned.

CLASS CHARACTERISTICS:

This is the lead/specialist level in this class series, fully competent to perform the full range of custodial duties in County facilities and grounds. Incumbents may provide training for new employees; training for all custodial staff in new and revised procedures; and provide supervision on a relief or project basis. This class is distinguished from Custodial Supervisor in that the latter oversees all custodial and related services and exercises direct supervision of the unit.

EXAMPLES OF DUTIES:

Essential:

- Provide lead direction to custodial staff; assist in inspecting work request and determining priorities; prioritize and assign work and ensures timely and appropriate completion as determined by the Custodial Supervisor; review work to ensure compliance with established procedures; provide guidance as a technical expert.
- Troubleshoot problems, determines if specialized services are needed, and confer with supervisor to determine whether County staff should undertake correction.
- Independently perform the full-range of duties of the Building Maintenance Custodian, including but not limited to: collecting trash inside and outside of the building, cleaning restrooms; sweeping and mopping floors, cleaning building floors by; sweeping, mopping and scrubbing them, striping, sealing, finishing and polishing floors, cleaning windows, dusting all surfaces including shelves, counters, window blinds and similar fixtures, setting up, arranging, and removing decorations, tables, chairs, and ladders, to prepare facilities for events such as banquets and meetings.
- Monitor building security and safety by performing such tasks as locking doors after operating hours, closing windows, turning off lights and checking electrical appliances to ensure that hazards are not created.
- Assist Custodial Supervisor in supervising custodial staff as needed.
- Communicate with representatives of County departments to define needs, inform them of deadlines, and determine how and when the requested work will be performed.
- Report the need for maintenance, or repair on facilities and grounds and any potential maintenance, or repair that may be needed in the future.
- Adjust, clean and perform minor maintenance.
- Respond to questions and complaints from the public; explain County policies and procedures to the public; work in a non-disruptive manner in areas receiving heavy public use.
- Keep basic records of work performed.

Important:

- Comply with all County equipment and safety policies and procedures, and California Occupational Safety and Health Administration (CalOSHA) rules and regulations, including following label instructions to mix and dilute cleansers, disinfectants and other materials to ensure proper strength for use.
- Performs the full range of the work of the lower level classes in this series as required.
- May drive a motor vehicle to various worksites.
- Responds to emergency situations during work hours and in off-hours as required.

EMPLOYMENT STANDARDS:

Knowledge of:

- Basic methods, materials, tools, and equipment used in custodial work.
- Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools and equipment.
- Safety and safe work practices related to custodial work.
- Protective wear and equipment used in performing custodial work involving harsh or toxic substances.
- Proper removal of bio-hazardous waste.
- Basic techniques for dealing with the public.
- Basic computer applications related to the work including using log-in passwords, and managing an email account.

Skill in:

- Planning, organizing, reviewing and directing the work of others.
- Training others in work procedures.
- Recognizing unusual, inefficient, hazardous or problem activities and taking appropriate action.
- Using initiative and independent judgment within established procedural guidelines.
- Performing custodial and basic building maintenance work in and around public facilities effectively.
- Scheduling, organizing and coordinating workloads and staff to meet project deadlines.
- Safely using hand tools and power equipment related to the work.
- Understanding and following written and oral instructions.
- Operating a motor vehicle safely and effectively.
- Working without close supervision in standard work situations.
- Establishing and maintaining effective working relationships with those encountered in the course of the work.

Ability to:

- Assist in developing effective and safe work procedures.
- Communicate clearly and concisely, both verbally and in writing.
- Understand and carry out oral and written directions.
- Pay attention to detail and be thorough in completing work tasks.
- Perform assigned duties in a safe and effective manner.

Physical Demands: The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential function of the job, with or without accommodation. Prospective employees must complete a pre-employment medical exam (Occupational Group V) which will measure the ability to:

- See well enough to read fine print and view a computer screen; speak and hear well enough to understand, respond, and communicate clearly in person and on the telephone; independent body mobility sufficient to stand, sit, walk, stoop and bend to access the work environment and a standard office environment; manual dexterity and sufficient use of hands, arms and shoulders to repetitively operate a keyboard and to write; and the ability to sit or walk for prolonged periods of time.
- Perform work which involves the frequent lifting, pushing and/or pulling of objects, lifting 50-75 pounds.
- Perform work such as washing windows using ladders and other equipment.

Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

Work Environment:

- Work extended shifts, evening or other shifts, or be called back in emergency situations.
- May be required to work around loud noise.
- May be required to work around moving mechanical parts.
- Work is performed in a normal office environment with some exposure to outdoor temperatures, dirt, or dust.
- Work with potential exposure to hazardous chemicals, bio hazardous waste or cleaning products.

QUALIFICATIONS:

The minimum and preferred requirements are listed below. While the following requirements outline the minimum qualifications, Human Resources reserves the right to select applicants for further consideration who demonstrate the best qualifications match for the job. Meeting the minimum qualifications does not guarantee further participation in selection procedures.

Licenses and Certification:

- The ability to obtain a valid California Class C driver's license within ten (10) days of employment; maintain throughout employment.

Special Requirements:

- Work weekends, holidays, evenings or irregular work shifts.
- Must successfully complete an extensive and thorough background investigation, which may include Live Scan fingerprinting prior to hire.
- DMV printout prior to hire.
- Will be required to perform disaster service activities pursuant to Government Code 3100-3109.

Education and Experience:

MINIMUM: Equivalent to graduation from high school and one year of custodial or building maintenance experience. Must pass an extensive background check.

PREFERRED: In addition to the minimum, three years of custodial or building maintenance experience, preferably in a public agency setting.

This class specification lists the major duties and requirements of the job. Incumbent may be expected to perform job-related duties other than those contained in this document.

Approval: Department Head

Human Resources Approval: Analyst

Date:

Date:

Signature: _____

Signature: _____

EEOC: H
WC: 9420

Established: December 2002
Revised: May 2022