

Job Title: Lead Custodian

Department: Maintenance
Immediate Supervisor: Foreman

BRIEF DESCRIPTION OF THE JOB: Performs housekeeping, grounds care and parking care for County facilities. Provides support for other departments and supervises personnel.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage
of Time Physical
Strength
Code

1) Performs housekeeping, grounds care and parking care duties by cleaning floors, painting and repairing walls and ceilings, cleaning equipment, emptying trash receptacles, mowing the lawn, landscaping, repairing the sprinkler system and transporting personnel to various job sites.	80%	M
2) Supervises personnel by assigning work duties and ensuring work is completed.	20%	L
<u>Physical Strength Column:</u> S - Sedentary L - Light M - Medium H - Heavy VH - Very Heavy		

PHYSICAL DEMANDS

Overall Physical Strength Demands:

_____ Sedentary _____ Light X Medium _____ Heavy _____ Very Heavy

Codes: for each physical demand code listed:

C = Continuously F = Frequently O = Occasionally R = Rarely N= Never

This is a description of the way this job is currently performed; it does not address the potential for accommodation.

Physical Demands	Frequency Code	Description
Standing	C	Performing cleaning duties
Sitting	R	Meetings
Walking	F	Around facilities
Lifting	F	Materials, supplies and equipment
Carrying	F	Materials, supplies and equipment
Pulling	F	Supply cart, vacuum
Pushing	F	Supply cart, vacuum
Using Fine Dexterity	R	Writing
Reaching	F	Cleaning duties
Kneeling	O	Cleaning duties
Crawling	O	Cleaning duties
Twisting	R	Cleaning duties
Climbing	F	Ladder
Balancing	F	On ladder
Seeing	C	Observing work duties
Hearing	C	Communicating with personnel
Talking	O	Communicating with personnel
Using Foot Controls	O	Driving, vacuum

Machines, Tools, Equipment and Work Aids:

Vacuum, buffer, mop, broom, rags, duster, spray bottles, chemicals, ladder, cleaning cart, keys, telephone, VCR, mower, edger, blower, weedeater, dolly, tractor, vehicle, landscaping tools

Environmental Factors:

Exposure to and frequency:

D = Daily S = Seasonal W=Several Times Per Week M=Several Times Per Month

ENVIRONMENTAL FACTORS					
Dirt and Dust	D	Extreme Temperatures	D	Noise and Vibration	D
Fumes and Odors	N	Wetness/Humidity	N	Darkness or Poor Lighting	N

HEALTH AND SAFETY					
Mechanical Hazards	D	Chemical Hazards	D	Electrical Hazards	D
Fire Hazards	N	Explosives	N	Communicable Diseases	N
Physical Danger or Abuse	N	Other (specify)			

PRIMARY WORK LOCATION					
Office Environment	X	Warehouse	X	Shop	X
Vehicle	X	Outdoors	X	Other:	

Protective Equipment Required:

Safety glasses, gloves, safety shoes, hard hat, rubber boots, rain coats, respirator mask

Non-physical Demands:

Frequency Codes: F = Frequently O = Occasionally R = Rarely

Time Pressures	C	Emergency Situations	R
Frequent Change of Tasks	R	Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	R	Working Closely with Others As Part of a Team	C
Tedious or Exacting Work	R	Noisy/Distracting Environment	C

JOB REQUIREMENTS

Formal Education:

Work requires the ability to read and understand written instructions, to understand simple processes and the routine operation of machines. Level of knowledge equivalent to less than high school or equivalency.

Experience:

Over one year up to and including two years experience is required.

Certifications and Other Requirements:

Valid Texas Class C Driver's License

Supervisory:

Work requires occasionally directing helpers, assistants, seasonal employees, interns or temporary employees.

Contacts

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Signatures - Review and Comment

I have reviewed this job description and find it to be an accurate description of this job.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.