



## Career Service Authority

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### Lead Custodian

#### **GENERAL STATEMENT OF CLASS DUTIES**

Performs full performance custodial lead work over a custodial crew responsible for cleaning and disinfecting City facilities and public domains, which may include grounds keeping, snow removal, and minor repair work and/or the maintenance of City facilities and equipment.

#### **DISTINGUISHING CHARACTERISTICS**

This class is used where a traditional supervisor does not exist, which may include swing and graveyard shifts. This class is distinguished from the Custodian, which does not have lead worker responsibilities, and is distinguished from the Custodial Supervisor, which has full supervisory responsibilities.

#### ***Guidelines, Difficulty and Decision Making Level:***

Procedures, methods, and techniques to be used are well established with options to be considered well defined. Tools, work aids, and materials to be used are specified. Work steps are demonstrated or made clear by straightforward oral instructions.

Duties assigned are primarily routine, repetitive, and restricted in intricacy with little or no discretion in how they are carried out.

#### ***Level of Supervision Received and Quality Review:***

Under normal supervision, within a standardized work situation, the employee performs duties common to the line of work without close supervision or detailed instruction. Work product is subject to continual review.

#### ***Interpersonal Communications and Purpose:***

Contacts with the public or employees where explanatory or interpretive information is exchanged, gathered, or presented and some degree of discretion and judgment are required within the parameters of the job function.

#### ***Level of Supervision Exercised:***

Performs lead work over two or more employees.

## ESSENTIAL DUTIES

Assigns work to employees, monitors work status, and reviews completed work for accuracy and conformance to work goals, and assisting in the training of employees.

Provides input to the performance evaluation program for functions within the unit and assistance in evaluating employee performance.

Operates mechanical floor cleaners, polishers, and vacuums; including buffing, striping, waxing, and polishing floors, and vacuuming and shampooing carpets; and, performs minor maintenance, cleaning, and repair of mechanical equipment.

Dusts and wet mops offices, rooms, halls, stairways, and public areas.

Removes waste and soiled linens from work areas, and gathers and disposes of trash and waste, some which may contain hazardous materials.

Cleans and disinfects all fixtures, floors, partitions, mirrors, windows, doors, and walls, including those in kitchens, bathrooms, utility rooms, locker rooms, work rooms, study rooms, and conference rooms; and restocks supplies as needed.

Dusts furniture, equipment, shelves, and woodwork, which includes tops of windows and door frames; and the cleaning of vents and fans.

Moves, removes, and relocates furniture, furnishings, equipment, etc. as directed.

Regularly conducts inspection of inventory supply and equipment; and, notifies supervisor of needed supplies and equipment repairs.

Assists in setting-up and supporting agency/department-wide functions and/or special events.

Performs minor maintenance and repair of clogged toilets and sinks; minor furniture and/or fixture repairs; and, replaces burned out light bulbs.

By position, performs exterior maintenance duties including snow removal from sidewalks, steps, and parking lots, mowing lawns, pulling weeds, watering plants and lawns, and picking up litter and clearing dumpster areas.

Performs other related duties as assigned or requested.

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Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

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## MINIMUM QUALIFICATIONS

### ***Competencies, Knowledge, & Skills:***

**Leadership** - Inspires, motivates and guides others toward goals; coaches, mentors and challenges staff, adapts leadership styles to various situations, models high standards of honesty, integrity, trust, openness and respect for individuals by applying these values daily.

**Flexibility** - Is open to change and new information; adapts behavior and work methods in response to new information, changing conditions or unexpected obstacles; effectively deals with pressure and ambiguity.

**Supervising a Diverse Workforce** - Is sensitive to cultural diversity, race, gender, and other individual differences in the workforce. Implements diversity policies for subordinate staff; supports opportunities to recruit, develop and retain a diverse workforce; promotes teamwork, acceptance and productivity among diverse persons.

**Human Resources Management** - Empowers and mentors staff by sharing power and authority; develops lower levels of leadership; shares rewards with staff; ensures staff are appraised, developed, and are otherwise treated fairly.

**Reading** – Understands and interprets written material, including technical materials, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

**Writing** – Recognizes or uses correct English grammar, punctuation, and spelling; communicates information (for example, facts, ideas, or messages) in a brief, clear, and organized manner; produces written information, which may include technical material, that is appropriate for the intended audience.

**Mathematical Reasoning** – Solves practical problems by choosing appropriately from a variety of mathematical and statistical techniques.

**Oral Communication** – Expresses information (for example, ideas or facts) to individual or groups effectively, taking into account the audience and nature of the information (for example, technical, sensitive, controversial); makes clear and convincing oral presentations; listens to others, attends to nonverbal cues, and responds appropriately.

**Teamwork** – Encourages and facilitates cooperation, pride, trust, and group identity; fosters commitment and team spirit; works with others to achieve goals.

**Customer Service** – Works with clients and customers (that is, any individual who uses or receives the services or products that your work unit produces, including the general public, individuals who work in the agency, other agencies, or organizations outside the Government) to assess their needs, provide information or assistance, resolves their problems, or satisfies their expectations; knows about available products and services; is committed to providing quality products and services.

**Hazardous Materials** – Knowledge of hazardous materials and waste and their uses, interactions, dangers, production, handling, storage, and disposal.

**Reasoning** – Identifies rules, principles, or relationships that explain facts, data, or other information; analyzes information and makes correct inferences or draws accurate conclusions.

**Integrity/Honesty** – Contributes to maintaining the integrity of the organization; displays high standards of ethical conduct and understands the impact of violating these standards on an organization, self, and others; is trustworthy.

**Flexibility** – Is open to change and new information; adapts behavior or work methods in response to new information, changing conditions, or unexpected obstacles; effectively deals with uncertainty.

**Memory** – Recalls information that has been presented previously.

***Physical Demands:***

Standing: remaining on one's feet in an upright position.

Walking: moving about on foot.

Lifting: raising or lowering an object from one level to another.

Carrying: transporting an object usually by hand, arm, or shoulder.

Pushing: exerting force upon an object so that the object is away.

Pulling: exerting force on an object so that it is moving to the person.

Climbing: ascending or descending objects usually with hands/feet.

Balancing: maintaining body equilibrium to prevent falling over.

Stooping: bending the body by bending spine at the waist.

Kneeling: bending legs to come to rest on one or both knees.

Crouching: bending body downward and forward by bending legs.

Reaching: extending the hand(s) and arm(s) in any direction.

Handling: seizing, holding, grasping, or otherwise working with hand(s)

Fingering: picking, pinching, or otherwise working with fingers.

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering an object (up to 50 lbs.) from one level to another.

Lifting: Raising or lowering an object 25-50 pounds.

Far Acuity: ability to see clearly at 20 feet or more.

Near Acuity: ability to see clearly at 20 inches or less.

Depth Perception: ability to judge distance and space relationships.

Field of Vision: ability to see peripherally.

Accommodation: ability to adjust vision to bring objects into focus.

Color Vision: ability to distinguish and identify different colors.

***Working Environment:***

Temperature Changes: variations in temperature from hot to cold.

Wet: frequent contact with water or other liquid.

Hazards: conditions where there is danger to life, body, and/or health.

Atmospheric Conditions: conditions that affect the skin or respiratory system.

Contact with patients under a wide variety of circumstances.

Exposed to hazards from electro/mechanical/power equipment.

Exposed to housekeeping/cleaning agents/chemicals.

Exposed to infection from disease-bearing specimens.

Exposed to odors in kitchen and/or patient areas.

Exposed to the risk of blood-borne diseases.

Exposed to toxic chemicals.

Exposed to unpleasant elements (accidents, injuries and illness).

Handles absentee replacement on short notice.

Subject to bumps and cuts.

Subject to injury from moving parts of equipment.

Subject to many interruptions.

Subject to varying and unpredictable situations.

***Education Requirement:***

Graduation from high school or a GED certificate desirable.

***Experience Requirement:***

One year of experience performing housekeeping or custodial work of the type and at the level of custodian.

***Education/Experience Equivalency:***

None

***Licensure and/or Certification:***

By position, possession of a valid driver's license at the time of application; and possession of a valid Colorado Class "R" Driver's License by the end of the probationary period.

**CLASS DETAIL**

***FLSA CODE:*** Non-Exempt

***ESTABLISHED DATE:*** 09/16/1995

***ESTABLISHED BY:*** Don Braden

***REVISED DATE:*** 07/12/2009

***REVISED BY:*** John Hoffman

***CLASS HISTORY:*** 7/2009 - This class was revised, updated, and placed into the new class specification format.