

South Jordan City

Job Description

Title: Lead Custodian
Org: 100230
Pay Grade: 7

Effective Date: 1/1/17
FLSA Classification: Non-Exempt
Workers Comp: Municipal

GENERAL PURPOSE

Perform a variety of routine semi-skilled and skilled custodial tasks and coordinate custodial work, security, and operations of City facilities.

SUPERVISOR

Facilities Coordinator

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee's manager.

Job attendance is required, except for authorized leave.

Operate small mechanized equipment as needed to maintain buildings and grounds; groom building surroundings; perform winter snow removal.

Monitor custodial supplies and inventory; assure proper inventory of materials and equipment such as chemicals, cleaning supplies, light bulbs etc.

Perform seasonal facility maintenance tasks such as floor stripping and refinishing, shampoos carpet, etc.

Replace burned out lamps; buff, dust, wax, wash, and polish floors removing scuff marks, heavy dirt, scratches etc.; Vacuum rugs; wash and clean walls, door frames, doors, counters, mirrors and glass; empty and clean waste receptacles; clean and sanitize rest room sinks and bowls; wash windows; perform related tasks as needed to maintain clean and attractive facilities.

Perform general facility security tasks; attend special events and activities as required; assure that rooms, offices, and various city areas are locked and secure; may provide access to various authorized groups which have scheduled use of facilities, rooms, and equipment.

Assist with scheduling and coordinating staffing of custodians; coordinate custodial projects.

Train new custodial employees in proper cleaning techniques and how to use janitorial equipment.

Assist with regularly scheduled custodial inspections and walk-throughs of City buildings.

Assist with ordering custodial supplies (e.g., paper products, cleaning supplies, etc.)

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from High School or G.E.D.;
- AND
- B. Two (2) years related experience

2. Special Qualifications:

Valid Utah Class D Drivers License

3. Knowledge, Skills and Abilities:

Knowledge of practices, tools, equipment and materials used in custodial work; knowledge of safety practices of custodial work and use of cleaning agents and equipment; knowledge of hazardous materials policies, procedures and safety regulations; knowledge material data safety sheets (MSDS).

Ability to operate tools and equipment used in custodial work; ability to follow oral and written instructions; ability to perform heavy lifting and other duties requiring moderate physical strength. Ability to complete a daily routine as specified.

Ability to develop working relationship with co-workers and supervisor(s) and be able to work independently.

Ability to work as a team, helping other employees and the public; must be able to recognize unacceptable conditions and correct them with minimum direction. Detail-oriented person preferred.

4. Working Conditions:

Tasks require variety of physical activities, such as walking, standing, stooping, sitting, reaching, lifting (0-60 lbs.) etc. Talking, hearing and seeing essential to the performance of the job. Common eye, hand, finger dexterity exist. Mental application utilizes memory for details, verbal instructions, critical thinking. Occasional local travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Municipal Non-Exempt	EEO-4 Class:	Serv/Maint
Location:	Facilities	EEOP Class:	Serv/Maint
Group/BU:	General Pay Plan	Tech-Net Match:	605