



POSITION DESCRIPTION

CUSTODIAL SERVICES LEADER

GENERAL PURPOSE

Under direction of the Buildings and Facilities Maintenance Services Manager, the Custodial Services Leader leads and supervises crews in the maintenance and repair of public buildings, furnishings and equipment including custodial maintenance, and performs related work in the Buildings and Facilities Division of the Public Works Department as required.

DISTINGUISHING CHARACTERISTICS

This is a working leader and first-line supervisory class, with responsibility for in-house and contracted building maintenance services for all City-owned buildings. It is distinguished from the Buildings and Facilities Maintenance Services Manager class which has full supervisory responsibility for administering the activities of the Buildings and Facilities Division. Custodial Services Leader is distinguished from the lower level class of Custodial I/II by a higher level of technical expertise and supervisory responsibility required. Requirements may include working evening and weekend hours and require response to emergency situations.

SUPERVISION RECEIVED

Works under the direct supervision of the Buildings and Facilities Maintenance Services Manager and/or other designated supervisor.

SUPERVISION EXERCISED

Will provide lead direction to Custodian I/II. May also supervise temporary or contract employees and/or community service workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Illustrative Only)

Supervises the custodial crews, maintenance vendors and repair contractors engaged in provision of routine building maintenance and repair work, custodial maintenance, and the cleaning and janitorial services for various public buildings; plans and schedules work assignments.

EXHIBIT "B"

Prepares specifications and makes recommendations on contracting for building

maintenance and repairs, custodial services; and monitors, inspects and documents performance of contractors.

Trains and instructs subordinates in work techniques and safety procedures, including handling of hazardous materials and compliance with codes and regulations.

Oversees and works with custodial crews to perform repairs and services as needed, including heating and ventilating system maintenance, furniture and equipment arrangement, and building security measures.

Investigates, responds to and resolves complaints related to custodial and building maintenance services.

Maintains computerized and other files to use for planning, record keeping and scheduling purposes; composes correspondence.

Meets with representatives of other City departments to plan and coordinate special events and resolve maintenance problems and custodial service issues.

Assists Buildings and Facilities Manager in analyzing custodial, maintenance and related operations and makes suggestions for improvements; develops procedures and forms.

Coordinates work assignments with outside building maintenance vendors and City departments and divisions.

Ensures that the City's philosophy of successful customer service is understood and carried out by employees of the City and contract services.

OTHER DUTIES

Performs Custodian I/II essential duties and responsibilities.

Assists Buildings and Facilities Manager in analyzing custodial, maintenance and related operations and makes suggestions for improvements; develops procedures and forms.

Assists Buildings and Facilities Manager in planning and implementing special projects.

May act as Acting Manager in absence of Buildings and Facilities Manager.

Assists in making hiring and related personnel decisions.

Participates in personnel evaluation process.

Inspects work performed and in progress to maintain quality control.
Coordinates work assignments with outside building maintenance vendors and City

departments and divisions.

Requisitions and orders supplies and equipment.

MINIMUM QUALIFICATIONS

Education and Experience: Any combination of education and experience equivalent to high school graduation and four years of experience in building custodial and general maintenance work, which includes a minimum of one year of experience at the lead worker or higher level.

Knowledge, Skills and Abilities:

Knowledge of: Materials, methods and equipment used in maintenance, cleaning, repair and general upkeep of public buildings; building maintenance problems and corrective solutions;. development of preventive maintenance scheduling; safety practices, procedures and regulations; record keeping techniques; operation and preventive maintenance of Heating, Ventilation, Air Conditioning Systems; furniture and equipment procurement.

Skill in: Supervising employees involved in building repair and routine maintenance work; supervising crews involved in custodial maintenance and janitorial services; monitoring contract compliance; training employees in work and safety procedures; communicating effectively, orally and in writing; writing clear and concise reports; and providing excellent customer service to the public and other City employees.

Ability to: Travel to various sites within the City to conduct inspections and oversee building services activities; work alone or in close proximity with others and in confined spaces; work inside or outside under any natural or artificial environmental conditions; work with machines, equipment and environmental building systems and the lubricants, solvents, chemicals and other fluids associated with maintenance and repair.

SPECIAL REQUIREMENTS

Possession of and ability to maintain a valid California Drivers License.

TOOLS AND EQUIPMENT USED

Floor buffers, steam cleaners, carpet cleaners, washers, vacuum, mops, broom, dusting and related equipment, and small hand and power tools. Operate motor vehicle.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works near moving mechanical parts. The employee occasionally works in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, and The noise level in the work environment is usually quiet during indoor night shift operations. Noise level may increase when operating certain equipment.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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