

BUILDING CUSTODIAN LEADER

NATURE OF WORK IN THIS CLASS:

Leads a crew and participates in performing custodial and semi-skilled maintenance work on buildings, office furnitures and equipment.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Leads a crew and participates in a variety of custodial and related cleaning work, such as sweeping and mopping of floors, washing of windows and woodwork; dusting of shelves and furniture; disposing trashes and waste materials and maintaining the grounds.

Leads and participates in performing minor maintenance repair work on plumbing systems, electrical systems, building and office structures.

Operates floor scrubbing machines, washing and polishing machines, vacuum sweepers, and other cleaning equipment.

Estimates the time and materials needed for work projects.

Insures that materials and equipment are properly maintained and that replacement are available.

Applies and enforces safe and sanitary work practices on the job.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard methods, practices, techniques, tools, and equipment in general custodial or related work.

Ability to lead the work of others.

Ability to perform minor maintenance repair work on buildings and office furniture and equipment.

Ability to estimate the time and materials needed for work projects.

Ability to insure that materials and equipment are properly maintained and that replacement parts are available.

Ability to apply and enforce safe and sanitary work practices on the job.

Ability to work effectively with the public and employees.

Ability to understand and follow oral and written instructions.

Ability to maintain records and prepare reports.

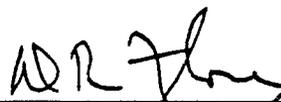
Skill in the use and care of cleaning equipment.

MINIMUM EXPERIENCE AND TRAINING:

(a) One year of experience in performing custodial work, including minor maintenance repair work; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980



DAVID R. FLORES, Executive Director
Civil Service Commission