

## **COUNTY OF SOLANO**

### **CUSTODIAN (LEAD)**

#### **DEFINITION**

Under direction, leads a crew of custodians performing cleaning activities in assigned buildings and fills in for absent custodians as necessary; performs related duties as required.

#### **DISTINGUISHING CHARACTERISTICS**

This class describes responsible lead work checking and overseeing activities of an assigned crew of custodians which may be working in several different buildings located in the same general geographical area. Employees in this class handle routine day-to-day work problems independently, keeping the supervisor aware of crew activities and work problems encountered. This class is distinguished from Custodial Supervisor in that the latter is responsible for overall supervision of Public Works custodial activities in all buildings throughout the County.

#### **EXAMPLES OF DUTIES**

Depending on assignment, duties may include but are not limited to the following:

1. Monitors the assigned crew in their daily cleaning activities by observation, checking completed work and inspecting assigned areas; trains new employees in proper work methods and procedures relating to cleaning office areas with both manual and power cleaning equipment through verbal instruction and demonstration.
2. Assists employees with work related problems such as determining proper procedure to perform certain tasks or coordinating leave requests; sets priorities for cleaning activities by determining which areas may suffice with less cleaning service in event of a personnel shortage.
3. Assigns work to subordinate personnel and transfers employees to different job sites as necessary; checks personnel distribution reports submitted for assigned crew members including hours reported on assignment in specific building areas; assures jobs at the work site are performed in accordance with generally accepted time standards; checks work in process including equipment, cleaning solutions, and the use of equipment and solutions.
4. Monitors supply inventory of individual custodians, making note of items on hand, items used, and initiating requests for reorder of supplies through the appropriate chain of command.

**EXAMPLES OF DUTIES** (Continued)

5. Ensures that assigned employees are performing their work in a safe manner and not posing a hazard to , themselves or the general public; explains equipment operation to assigned employees and checks for safe operation of same; checks use of cleaning solutions including proper mixing and use on proper surfaces; may make minor and major repairs to equipment such as vacuums and buffers.

**QUALIFICATION GUIDELINES**

EDUCATION AND/OR EXPERIENCE

Considerable recent custodial experience which demonstrates possession of and competency in requisite knowledge, skills and abilities.

KNOWLEDGE/SKILLS/ABILITIES

Considerable knowledge of equipment used for floor and carpet care, types of cleaning solutions, and methods for mixing and application; carpet cleaning and service methods and techniques; window and wall washing methods and techniques; procedures and methods of spray buffing; methods of dusting and sweeping; safety policies and procedures; methods and procedures for disposing of refuse from a variety of County facilities.

Working knowledge of supervisory practices.

Skill in operating standard custodial equipment including power operated equipment such as floor buffers at normal speeds in all types of office areas and pedestrian traffic conditions.

Ability to lead a custodial crew efficiently and effectively; understand, interpret and explain regulations and policies governing custodial operations; make decisions and independent judgments; communicate effectively with people of diverse socio-economic backgrounds and temperaments; establish and maintain cooperative working relationships; determine the appropriate course of action in emergency or stressful situations; demonstrate tact and diplomacy; assemble data on supply useage and submit on request; secure cooperation and teamwork among support staff; organize and prioritize work assignments; make routine arithmetical calculations; project consequences of decisions; recognize and respect limit of authority and responsibility.

SPECIAL REQUIREMENTS

Possession of a valid Class III California driver's license is required.

SUPPLEMENTAL INFORMATION

Independent travel is required.

Incumbents must be able to perform heavy manual labor associated with custodial tasks; which may include lifting objects weighing up to 50 pounds; exposure to an environment in which chemical fumes may exist; and involve working with a full range of body movement involving reaching, bending, grasping and climbing.

Applicants may be required to pass a criminal background investigation in accordance with applicable policy.

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