

CITY OF KENT
POSITION DESCRIPTION

Position Inventory Number: PK751

Classification Specification: CUSTODIAL LEAD

Salary Range: AF 27

Position Description: Custodial Lead

Incumbent: _____

Location: Parks Department - Facilities Division

GENERAL PURPOSE:

Under the direction of the Custodial Supervisor, operate in a lead custodial capacity in organizing, scheduling, assigning and performing the general cleaning and care of assigned buildings and facilities.

Work is characterized by lead custodial responsibilities and duties including, but not limited to, mopping, sweeping, vacuuming, washing windows, collecting trash, cleaning building surfaces, restrooms, and walks, setting up class rooms and taking down same, responding to clean up requests, supervising correctional and community service workers, scheduling, coordinating, assigning and ensuring the proper completion of the work of assigned custodial staff.

Work is performed independently in accordance with established procedures and time lines. Specific instructions as to the assignments and time lines are usually provided by the Supervisor or facility manager orally and in writing.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Plan, organize, schedule, and coordinate the cleaning and care of assigned City facilities and other areas as assigned.

Train, prioritize, assign and direct work of other custodial staff. Inspect work of assigned staff to ensure proper completion.

Determine the means, methods and materials for performing work.

Participate in and support all custodial related tasks as performed by Custodian positions such as mopping; sweeping; vacuuming; washing windows, doors, door windows and blinds; collecting trash; emptying ash trays; cleaning, polishing and

sanitizing building surfaces, restrooms, kitchens and walks; buffing, burnishing and refinishing floors, rubber mats, stairways, and stairs.

Set up for classes, meetings and special events by setting up tables and chairs and taking down same.

Supervise correctional and community service workers by prioritizing tasks, providing training and assigning and inspecting work to ensure proper completion. Send monthly reports to the Department of Corrections regarding current update of hours worked, performance and evaluation of the overall progress of each worker.

Communicate with tenants, other City personnel, and the public as needed to clarify work requests, coordinate cleaning schedules and respond to inquiries and complaints regarding the custodial care and cleanliness of assigned building.

Coordinate, monitor and perform gymnasium, racquet ball court floor and other wood floor refinishing annually.

Walk through assigned building to ensure security of building according to established procedures.

Inspect buildings and fixtures for maintenance requirements; make minor repairs to building maintenance equipment.

Assure compliance with established safety procedures and requirements; interpret and explain procedures, rules and regulations as appropriate.

Maintain custodial cleaning supplies closet by maintaining adequate inventories and prepare equipment specifications as required. Provide input and recommendations regarding the Custodial budget.

Maintain records and prepare reports related to personnel, inspection, service requests and inventory.

Operate and demonstrate the proper use and care of tools and motorized cleaning equipment; maintain tools and equipment in a safe, clean and efficient condition.

Become familiar with, follow, and actively support the vision, mission, values and behavior statements of the department and the City.

PERIPHERAL DUTIES:

Attend a variety of meetings; attend and schedule training sessions as needed.

Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

KNOWLEDGE OF:

Modern cleaning methods including proper methods, equipment and materials used in custodial work and the cleaning and preservation of floors, carpets, furniture, walls and fixtures.

Use and proper operation of motorized cleaning equipment and tools.

Applicable health and safety regulations.

Requirements of maintaining City buildings in a safe, clean and orderly condition.

Preparation and appropriate use of cleaning compounds.

Facility and room set up requirements.

Principles and practices of supervision and training.

Basic record-keeping techniques.

Interpersonal skills using tact, patience and courtesy.

Correct usage of English grammar, spelling, punctuation and vocabulary.

Oral and written communications skills.

City organization, operations, policies and objectives.

SKILLED IN:

Safe and effective operation and demonstration of a variety machines, tools and equipment used in custodial work such as those listed below.

Use of cleaning and sanitizing techniques.

Safe and appropriate use and preparation of cleaning compounds.

Establish work priorities and plan work accordingly.

Training and providing work direction for assigned personnel.

Assuring compliance with established safety rules and regulations.

ABILITY TO:

Perform heavy manual labor involved in custodial work and meet the physical requirements as listed below.

Inspect work and assure the cleanliness and sanitation of assigned buildings and facilities.

Maintain records and prepare reports.

Make minor repairs to building maintenance equipment.

Establish and maintain cooperative and effective working relationships with others.

Observe legal and defensive driving practices.

Develop and implement work methods and procedures.

Understand and follow oral and written directions.

Follow procedures and defined standards.

Set up tables and chairs in required configurations for classes and special events and take down same.

Use interpersonal skills effectively in a tactful, patient and courteous manner.

Read, comprehend, apply and explain instructions, business correspondence, memos, rules, regulations, policies and procedures.

Effectively present information in one-on-one situations to supervisor and/or other employees of the organization and to the public.

Add, subtract, multiply, and divide using whole numbers, common fractions, and

decimals.

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

High school diploma, general education degree (GED), or equivalent and two (2) years of related experience with some public contact including one (1) year in a lead capacity; or any combination of relevant education and experience which would demonstrate the individual's knowledge, skill and ability to perform the essential duties listed above.

LICENSES AND OTHER REQUIREMENTS:

- * Valid Washington State Driver's license.
- * Must successfully pass the City's pre-employment driver's records check; successfully complete the City's Defensive Driving Course; and maintain an excellent driving record.

MACHINES, TOOLS AND EQUIPMENT USED:

Standard and specialized hand and power machines, tools and equipment used in general custodial work including, but not limited to, vacuum cleaners, floor waxers, and buffers.

Other equipment and/or materials used include safety glasses or goggles, ear plugs or muffs, rubber or plastic gloves, dust masks, eyeshields, cleaning solutions, etc.

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 stand; walk; use hands to finger, handle, or feel; and reach with hands and arms. The employee frequently is required to stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to sit, climb or balance, and smell.

The employee must regularly lift and/or move up to 25 pounds, frequently lift and/or move up to 50 pounds, and occasionally lift and/or move up to 75 pounds.

Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in an indoor environment. Employee may sometimes be exposed to outdoor weather conditions. Employee may be required to work in the evenings and on weekends. While performing the duties of this job, the employee is regularly exposed to

dust, fumes or airborne particles.

The employee is frequently exposed to moving mechanical parts, risk of electrical shock, and vibration. The employee is occasionally exposed to toxic or caustic chemicals, and outside weather conditions. Employee may be exposed to individuals who are irate or hostile. Noise level in the work environment is usually moderate to loud.

SIGNATURES:

Incumbent's Signature Date

Supervisor's Signature Date

Approval:

Department Director/Designee Date

Human Resources Director Date

** Note: This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the duties of this position are changed significantly.

Revised 1/20/98