

**CUSTODIAN TEAM LEADER**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

**DEFINITION**

Under general supervision, plan, organize, and lead the work of custodial personnel and perform the necessary tasks required to maintain City building and park facilities in a clean, sanitary and safe condition.

**DISTINGUISHING CHARACTERISTICS**

Within this classification the Custodian Team Leader will specifically oversee the work of both full-time and part-time Custodian Positions for the Recreation Department assigned facilities. Provides leadership and assist in the training of new custodians.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned Program Supervisor.

**ESSENTIAL FUNCTION STATEMENTS**

*Essential responsibilities and duties may include, but are not limited to, the following:*

**Essential Functions:**

Lead a crew in the performance of their custodial duties.

Supervise custodial maintenance staff in the rotation of their assigned duties.

Contribute to the evaluation of assigned personnel

Provide instruction and training of personnel.

Assist in determining work schedules and distribute appropriate time and materials to assure that the work is completed.

Safeguard City property; ensure security at sites by locking up and setting alarm system.

Perform duties of Custodian as required.

Supervise and participate in set up and tear down of activities at assigned sites.

Perform other related duties as assigned, i.e., stock truck, emergency repairs, etc.

General building maintenance, grounds upkeep and mechanical repair work.

Cleaning chemicals and their proper use.

Safety practices related to cleaning methods.

Principals of supervision and training, workloads and scheduling.

Basic English usage, writing and math.

**Essential Functions:** (continued)

Report equipment malfunctions or needed repairs for equipment and/or facilities; conducts Safety inspection and prepares safety reports; performs safety inspection of City vehicles.

Participate in annual cleaning of facilities.

Maintain City Hall complex to the highest standard.

**Marginal / Non-Essential Functions:**

Write up maintenance work orders for repairs/maintenance to be performed.

Inventory and secure custodial maintenance supplies.

Perform related duties and responsibilities as required

**QUALIFICATIONS**

**Knowledge of:**

Methods, materials and equipment used in custodial service.

Assist in planning and preparation of work schedules.

Safety and sanitation rules and regulations.

Methods, materials, equipment, products and standards used in cleaning and custodial work.

**Ability to:**

Plan, assign, lead and evaluate the work of others

Maintain records and prepare basic reports

Read, interpret, apply and explain rules and policies and procedures

Operate assigned custodial equipment

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships with others

Plan and organize work

Work independently with little direction

Analyze situations accurately and take an effective course of action

Meet schedules and time lines

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

At least one year experience in custodial or general maintenance.

**Training:**

On-the-job training provided.

**Licenses/Certificates/ Other requirements:**

Possession of or ability to obtain California Drivers' License.

**PHYSICAL DEMANDS**

Sitting:	Rare	Lifting:	
Standing:	Frequent	up to 10 lbs:	Frequent
Walking:	Frequent	11 to 25 lbs:	Occasional (to Frequent on some days)
Bending:	Constant	26 to 50 lbs:	Occasional
Crouching:	Frequent (cleaning restroom)	51 to 75 lbs:	Rare
Stooping:	Frequent	76 to 100 lbs:	Occasional
Kneeling:	Frequent	100 + lbs:	Never
Crawling:	Rare	Carrying	
Climbing:	Occasional (ladder, steps)	up to 10 lbs:	Frequent
Balancing:	Occasional	11 to 25 lbs:	Occasional
Running:	Never	26 to 50 lbs:	Occasional
Twisting:	Frequent to Constant (dep on event)	51 to 75 lbs:	Rare
Turning:	Frequent	76 to 100 lbs:	Never
Jumping:	Never	100 + lbs:	Never

**Pushing/Pulling:**

up to 10 lbs: Frequent  
11 to 25 lbs: Occasional  
26 to 50 lbs: Occasional  
51 to 75 lbs: Rare  
76 to 100 lbs: Rare  
100 + lbs: Rare

Grasping – firm: Frequent (heavier items, machines)  
Finger dexterity: Occasional (screws, bolts, keys, etc.)  
Reaching forward: Frequent to Constant  
Pinch grasp: Never to Rare  
Grasp – light: Frequent (cleaning supplies)

Coordination - Eye-hand: Required  
Eye-hand-foot: Required  
Driving: Required

Talking - Face-to-face: Required  
Verbal contact: Required  
Public: Required

Vision - Acuity far: Required  
Acuity, near: Required  
Depth perception: Required

Field of vision: Required  
Accommodation: Required  
Color vision: Required

PHYSICAL DEMANDS (continued):

Hearing - Conversation: Required  
Telephone: Required  
Earplugs: Required

MENTAL REQUIREMENTS

Interpret instructions, Problems-standard, Detailed uninvolved instructions, One or two step instructions, Reading-simple, Writing-simple, math skills,-simple, speaking-signaling, Taking instructions-helping, Setting up, Precision work, Operating-controlling, Driving-operation, Manipulation, Tending, Handling, Comprehend/follow instructions, Perform simple repetitive tasks, Maintain work pace, Relate to other people, Influence other people, Perform varied complex tasks, Generalizations/evaluations, Responsibility for direction.

WORK ENVIRONMENT

Indoors, outdoors, unprotected heights (ladder), moving machinery, change in temperature/humidity, dust/fumes/etc., excessive noise (blower, machines), electrical energy (changing bulbs), solvents, slippery/uneven surfaces, vibration (floor machines), works around others, works alone, works with others. Earware available for use.