



UNION JOB DESCRIPTION

TITLE: Lead Custodian

DEFINITION:

Works as a team leader to ensure the timely completion of a variety of janitorial and cleaning tasks, including overseeing the work of other Custodians, including the Floor Care Custodian. Train staff, order supplies and develop Custodial procedures. Interfaces with the public in the District's Training Center. This position reports to and is under the direction of the Lead Maintenance & Custodial Mechanic and the Manager, Security, Business Continuity & Maintenance.

DISTINGUISHING CHARACTERISTICS:

This position must be able to perform all the duties of the Custodian classifications. This classification is not expected to perform the duties of the Floor Care Custodian. This position needs to develop a working knowledge of the District purchasing, inventory and PassPort systems within six months and capable of ordering and maintaining necessary supplies through the system. The Lead position is selected by the District.

BASIC RESPONSIBILITIES:

1. Supervises assigned Custodians, including the Floor Care Custodians. Trains new employees on District Custodial procedures, equipment, etc., including appropriate orientation on custodial procedures at various offices, floors, etc.
2. Assigns work as directed by the Manager, Security, Business Continuity & Maintenance and the Lead Maintenance & Custodial Mechanic and as necessary in the absence of the Manager.
3. Maintains proper maintenance and repair records and work schedules as directed.
4. Communicates effectively with all levels of the District and cooperates to meet its needs through scheduling, production and providing services.
5. Performs the duties of the Custodian classification including, but not limited to, cleaning buildings and grounds.
6. Ensures inventory by ordering and maintaining an appropriate quantity of all custodial supplies including cleaning materials, paper towels, etc., via the District's PassPort system. Maintains related records.
7. Follows and ensures application of and compliance with related safety rules contained in the District's Accident Prevention Manual and recommended in product manufacturer guidelines.
8. Completes time sheets, makes adjustments to job assignments as necessary, and assists in accident report preparation. Maintains a daily activity log, including notes necessary for the Manager's use. Keeps a log of daily activities for future reference regarding preventative/demand maintenance, damage claims, Training Center customer service, etc.
9. Interfaces with the public in the District's Training Center and other public areas to assist in delivering room set ups, support, and equipment to customers.
10. Provides assistance, guidance and feedback to Custodial staff. Provides the Manager with input regarding Custodial staff performance and work allocation.
11. Establishes and maintains employee work conduct in accordance with Manager's and District Directives, Accident Prevention Manual, and the Collective Bargaining Agreement.
12. Reports any needs or problems to Lead Maintenance & Custodial Mechanic or the Manager, Security, Business Continuity & Maintenance.

OTHER RESPONSIBILITIES:

1. Ensures proper use and care of equipment assigned.
2. Performs associated duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Commercial and industrial Custodial maintenance techniques and practices as they apply to buildings, plant facilities, and grounds.
- Safety practices related to cleaning of buildings, facilities, grounds, and the handling and disposal of related products and product containers.
- Work Management Methods.
- Computer applications and software (such as electronic mail and purchasing applications).
- Proper cleaning methods and use of materials.
- Training techniques.

Ability to:

- Assign and direct the work of employees, including verbal instruction and physical demonstration of uses of all materials and equipment relating to custodial work.
- Initiate tasks and work without close supervision.
- Meet and work with persons outside the employment of the District in the performance of assigned duties.
- Learn District's cleaning standard practices.
- Provide leadership and guidance on projects as assigned.
- Learn and follow District policies, directives and the CBA.
- Physically perform all duties of the Custodian classification (including lifting, carrying, climbing, etc., as outlined in those job descriptions).
- Learn and use District's current enterprise database (for example – PassPort, CIS, etc.) for ordering and maintaining necessary supplies.
- Learn and use applicable District computer systems/software systems such as email.
- Learn, identify and interpret applicable policies and procedures.
- Read, interpret and understand work sketches and assignments.
- Interact with customers and District employees.
- Train employees on District Custodial standards and procedures.
- Identify, analyze and resolve problems both work and employee related.
- Drive between various District locations.

Education/Experience:

- High School diploma or equivalent.
- Two (2) years' experience in a supervisory or lead capacity overseeing the work of employees.
- Five (5) years' experience with demonstrated competency and experience in commercial/industrial custodial practices and applications.

License or Certification:

- Valid Washington State Driver License.
- Successful completion of the physical abilities tests for the Custodial classification.
- Successful completion of the interview process.
- Current First Aid/CPR card (after 6 months).

WORKING CONDITIONS:

- Work is performed both indoors and outdoors, in varying weather conditions.
- Employees risk physical hazard from equipment, dust, chemical compounds, and height.
- Must be able to lift and carry heavy equipment and materials in excess of 75 lbs.
- Must be physically able to climb a ladder, work at heights in excess of 8 feet, lift and move furniture, operate and move custodial equipment.
- Subject to 7 by 24-hour call-out for emergency conditions.