CLASS TITLE: LEAD CUSTODIAL WORKER

CHARACTERISTICS OF THE CLASS: Under general supervision, supervises and participates in performing cleaning and custodial activities on the interior and exterior of City buildings and facilities; and performs related duties as required.

EXAMPLES OF DUTIES: Supervises and participates in the sweeping, mopping, waxing and polishing of floors, stairways, corridors and lobbies; coordinates daily work schedules of subordinate custodial workers; instructs staff in the proper use of janitorial supplies, equipment and building maintenance practices; strips, rewaaxes and buffs floors; vacuums and shampooes carpeted areas; disinfects lavatory areas including sinks, showers, urinals and toilets using appropriate chemical solutions; refills toilet paper, hand soap and paper towel dispensers in washrooms; dusts and polishes woodwork; empties ash trays, waste baskets and other refuse containers to dispose of trash; lifts and moves furniture, office equipment and containers; shovels snow and spreads salt either manually or with snow blower equipment; operates power equipment or hand tools to cut and trim lawns and shrubbery; removes litter and debris from building floors or property grounds.

DESIRABLE MINIMUM QUALIFICATIONS:

Training and Experience. Two years of custodial or building maintenance experience; or an equivalent combination of training and experience is required.

Knowledge, Abilities and Skill. Knowledge of the basic methods of building cleaning, housekeeping and landscape maintenance. Knowledge of supplies and materials used in janitorial tasks. Knowledge of the operation of power driven equipment and hand tools.

Ability to plan, assign, inspect and supervise the work of subordinate custodial personnel. Ability to perform manual labor tasks involving physical effort.

Skill in the application of cleaning and maintenance techniques. Skill in operating cleaning and maintenance equipment. Good oral communications skills. Supervisory skills.

October, 1988