

**CITY OF GLENDALE**

<b>TITLE:</b>	<b>Custodian Lead</b>	<b>CLASS CODE:</b>	<b>903</b>
<b>REPORTS TO:</b>	<b>Custodial Supervisor</b>	<b>GRADE:</b>	<b>15</b>
<b>DEPARTMENT:</b>	<b>Field Operations</b>	<b>FLSA:</b>	<b>N</b>
<b>JOB SPECIFICATION DATE: July 1, 2005 bwg</b>			

**JOB SUMMARY:**

Provides general direction and lead supervision to assigned custodial staff, and performs the full range of custodial duties.

**ESSENTIAL FUNCTIONS:**

1. Trains and monitors new staff on methods and techniques used in custodial services.
2. Directs contract workers and city staff on duties to be performed.
3. Operates electrical equipment including extractors, high-speed buffers, and commercial sweepers to perform custodial duties.
4. Dusts and polishes furniture and woodwork.
5. Vacuums and shampoos carpets, moves furniture when necessary.
6. Empties waste receptacles.
7. Washes windows and walls
8. Sweeps sidewalks
9. Cleans and removes biohazards such as human body fluids, blood, and other materials.
10. Sets up rooms for various meetings and functions.
11. Locks and unlocks buildings and secures buildings after working hours.
12. Signs time cards and oversees payroll functions.
13. Orders supplies for the department.
14. Responds to, and obtains assistance for after hours building system failures and employee first aid.

**SECONDARY FUNCTIONS:**

14. Acts as custodian supervisor, when necessary.
15. Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, ABILITIES:**

**Knowledge of:**

Methods, materials and equipment used in janitorial work.  
Basic supervisory skills.

**Ability to:**

Work independently in the absence of supervision.  
Maintain effective working relationships with management.  
Operate various floor cleaning equipment.  
Follow oral and written instructions, particularly in handling chemicals.  
Maintain simple records and make oral and written reports.  
Follow directions.

**WORKING CONDITIONS:**

Requires moderate to heavy lifting, working out-of-doors, climbing ladders, and some exposure to hazardous materials. Hazards may be controlled through the exercise of safety precautions.

**MINIMUM QUALIFICATIONS:**

Completion of high school and three years of experience in custodial work  
Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

**SPECIAL REQUIREMENTS:**

A valid Arizona driver's license.  
May require weekend, holiday, and shift work. May involve variable shifts.