

City of  
**EDMONDS**  
Washington

**LEAD CUSTODIAN**

<b>Department:</b>	Public Works - Facilities	<b>Pay Grade:</b>	<b>G</b>
<b>Bargaining Unit:</b>	Teamsters	<b>FLSA Status:</b>	Non-Exempt
<b>Revised Date:</b>	December 2016	<b>Reports To:</b>	Facilities Manager

**POSITION PURPOSE:** Under general supervision, plans and oversees all phases of custodial maintenance and cleaning, including general supervision, scheduling and assigning daily duties, event prep and coverage, meeting prep and break down, rental support and planning functions. Provides daily service at assigned buildings and performs work consistent with that of a Maintenance Custodian. Maintains supply inventory quantities sufficient to operate custodial services in the City on a weekly basis. Provides the Public and City employees with a clean, safe working environment in and around all City facilities covered by custodial services. Maintains any relevant records or logs and administrative functions that support the continued high performance of the custodial team.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Supervises custodial shift operations, ensures on-shift custodians are performing tasks to standards.
- Ensures custodians have equipment and supplies necessary to perform daily operations.
- Assists with ensuring all custodians are up to date on institutional and departmental communications and priorities.
- Performs administrative tasks as required to ensure a smoothly running Custodial team, such as scheduling and leave coverage.
- Trains, monitors and motivates Custodians.
- Provides direction to others.
- Performs cleaning and sanitation of public areas including restrooms, classrooms and related exterior spaces.
- Performs cleaning and sanitation of office and work spaces.
- Plans and executes custodial projects and deep cleanings.
- Works cooperatively in a team environment.
- Provides consistent feedback and communication to Facilities Manager regarding staff and needs of the City's facilities and staff.

**Ability to:**

- Perform a variety of custodial duties in the cleaning and maintenance of City facilities.
- Operate and maintain custodial equipment including vacuums, steam cleaners, floor polishing equipment and others.
- Clean and maintain interior and exterior building surfaces, fixtures and entryways including sweeping, buffing, mopping and waxing floors; shampooing and vacuuming carpets; removing stains and gum from carpets; cleaning and sanitizing restrooms and locker rooms; unclogging sinks and toilets; cleaning tables, mirrors and windows; replacing paper goods; cleaning drains and removing and emptying trash.

## **JOB DESCRIPTION**

### **Lead Custodian**

- Perform minor maintenance and repairs on buildings and equipment as necessary such as checking and repairing doors, walls and plumbing fixtures.
- Paint walls and furniture as assigned, and perform painting touch-ups when needed.
- Check and replace light bulbs and tubes.
- Remove graffiti from walls and woodwork, remove hand prints from walls, and report major repairs to the supervisor.
- Empty trash and recycling containers; maintain supplies inventory.
- Drive a vehicle to pick up and deliver supplies.
- Set up and take down meetings, rooms and special events as scheduled including tables, chairs, and electronic equipment.
- Lock buildings at the end of the shift and ensure building security; attend meetings and training sessions as required or assigned.

#### **Required Knowledge of:**

- Cleaning methods, procedures and techniques.
- Cleaning materials, supplies and equipment.
- Maintenance procedures and processes.
- Safe working methods and procedures.
- Standard practices, materials, tools and equipment related to assigned work.
- Materials, methods, and tools used in the maintenance and cleaning of City facilities.
- Proper methods of storing equipment, materials and related supplies.
- All applicable codes and ordinances.
- Various equipment and repair manuals, product labels and parts catalogs.
- Effective oral and written communication principles and practices.
- Basic record keeping and report preparation techniques and practices.
- Modern office procedures, methods, and equipment including computers and computer applications necessary to perform assigned work.
- English usage, spelling, grammar and punctuation.

#### **Required Skill in:**

- Efficiently and effectively using cleaning materials, supplies and equipment.
- Understanding and carrying out oral and written directions.
- Moving and arranging furniture and equipment for meetings and special events.
- Performing minor maintenance and repair on furniture, equipment and facilities.
- Working independently in the absence of direct supervision.
- Performing repetitive tasks.
- Reading and interpreting equipment and maintenance repair manuals, parts catalogs and product labels.
- Planning and organizing work, and managing and meeting schedules and time lines.
- Interpreting and applying applicable federal, state, and local policies, laws and regulations.
- Tracking and maintaining accurate files and records.
- Monitoring and practicing safe work practices.
- Utilizing personal computer software programs and other software relevant to assigned work.
- Establishing and maintaining effective working relationships.
- Communicating effectively verbally and in writing.

**JOB DESCRIPTION**  
**Lead Custodian**

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

Five years of custodial, janitorial, or related experience involving the cleaning and maintaining of interiors and exteriors of buildings of moderate size that includes working knowledge and use of various hand tools and equipment used in general custodial maintenance activities; OR an equivalent combination of education, training and experience.

One year experience in a lead or supervisory capacity.

**Required Licenses or Certifications:**

Valid State of Washington Driver's License.

CPR, First Aid, AED, and Bloodborne Pathogen Cards within 2 years of date of hire.

Other specialty certifications/licenses as required by state and federal law and/or OSHA and WAC regulations may be required within a specified period of time after hire.

Must be able to successfully complete and pass a background check.

Mandatory drug test subject to conditional job offer.

**WORKING CONDITIONS:**

**Environment:**

- Indoor work environment.
- Driving a vehicle to conduct work.

**Physical Abilities:**

- Walking or otherwise moving over rough terrain.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Operating various equipment and tools.
- Reaching overhead, above the shoulders and horizontally, bending at the waist, gripping, kneeling or crouching, stooping, reaching, pushing, pulling and twisting or otherwise positioning oneself to accomplish tasks.
- Ascending/descending, ladders and inclines.
- Working at heights, working on a high ladder and working in a confined space.
- Heavy physical labor, including lifting/carrying or otherwise moving or transporting 50-100 pounds.
- Reading and understanding printed and electronic messages and related materials.
- Hearing voice conversation and hearing alarms.
- Possessing close vision, far vision, side vision, depth perception, night vision and color vision.
- Ability to wear appropriate personal protective equipment based on required City Policy.

**Hazards:**

- Working around and with machinery having moving parts.
- Adverse weather conditions.
- Exposure to smoke, noxious odors, toxic fumes and chemicals, epoxy chemicals, poison oak or ivy, dust or pollen, insect stings, solvents, oil and ink.

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_