

SENIOR CUSTODIAL WORKER

DISTINGUISHING FEATURES OF THE CLASS: An employee in this position leads and participates in the performance of building cleaning and occasional minor maintenance tasks. Cleaning tasks are repetitive and are performed according to well-established procedures. The incumbent acts as the lead worker over a small group of Custodial Workers to ensure that the work is performed properly and efficiently. The work is performed under the general supervision of a higher level administrator with leeway allowed for the planning and carrying out the details of the work. Does related work as required.

TYPICAL WORK ACTIVITIES:

Leads and participates in the following:

Sweeps, mops, washes, strips, waxes and polishes floors and stairs;
Dusts and/or polishes chairs, tables, desks and other furniture;
Empties wastebaskets, collects and disposes of trash and recyclable;
Vacuums and shampoos carpets;
Moves furniture, supplies and other equipment;
Replaces light bulbs, soap, towels, etc.;
Cleans toilets, sinks, walls, office equipment and furniture;
Arranges chairs, tables and other equipment for special use of building;
Performs minor plumbing, carpentry and electrical repairs;
May assist in the operation and maintenance of oil or gas fired low pressure heating system;
May mow lawns, trim shrubs, rake leaves and perform a variety of other groundskeeping tasks;
May clear snow and ice from walks;
May repair damaged tables, chairs, desks and other office equipment;
May load and unload trucks.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of common cleaning, disinfecting methods, materials and equipment;
Skill in the use of cleaners and maintenance equipment such as vacuum cleaners, carpet shampooers and floor buffers;
Skill in the use of grounds maintenance tools and equipment such as trimmers, mowers and snowblowers;
Ability to perform routine building cleaning and minor maintenance tasks;
Ability to lead, direct and review the work of others;
Ability to understand and follow simple oral and written directions;
Ability to perform work requiring bending, climbing, reaching, and repetitive motion as well as lift heavy objects;
Ability to get along well with others;
Willingness to be exposed to dust, dirt, grease, grime, offensive sights and odors;

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Thoroughness;
Dependability;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: One year of building cleaning experience.

R327 1/19/99

PENDING