

CUSTODIAN CREW LEADER

DEFINITION OF WORK

Employees in this classification perform supervisory work coordinating a team of Custodians that care for and maintain County buildings and facilities. Employees ensure facilities are kept clean, attractive, and functioning efficiently. Employees spend limited time performing the same daily assignments of Custodians, assign and ensure work has been completed by staff, and evaluate work of the team. Employees participate in staff selection and handle minor disciplinary issues. Work also involves the patrolling of buildings and grounds for issues to be reported to the Maintenance Department. Work is performed under the general direction of a designated administrative supervisor or a facilities supervisor or manager.

EXAMPLES OF WORK

Employees in this class lead, plans, train, and review the work of Custodians responsible for custodial services in one or several locations. Employees monitor progress of assigned work and ensure adherence to established policies, procedures, and standards; participate in performance appraisals, incident reports, and disciplinary actions; assist and advise subordinates, as necessary, resolving problems as non-routine situations arise. On a limited basis, employees perform a variety of custodial and maintenance work to include dusting and cleaning desks and other furniture; sweeping, mopping, vacuuming, stripping, waxing, and buffing floor surfaces; scheduling floor stripping and waxing to ensure least possible disruption of work routines in buildings and offices; cleaning restroom areas and replenishing paper supplies and soap as necessary; cleaning windows, walls, woodwork, blinds, and light fixtures; emptying trash receptacles; depositing recyclable material in proper receptacles. Employees patrol buildings to inspect for safety or maintenance problems, and address or report problems as necessary; sweep sidewalks and walkways outside of buildings; pick up debris; and replace burned-out light bulbs; open and secure buildings at start of work day and turn on and off lights at start and end of work day. Work is performed under general supervision and is evaluated through observation and discussion, and review of adherence to deadlines, directives, Department standards, policies, and procedures, and proper judgment. Employees perform related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Graduation from high school and one year of custodian work experience in an office or commercial environment, preferably to include some lead or supervisory experience; or an equivalent combination of education and experience.

Knowledge, Skills, and Abilities:

Considerable knowledge of safe work practices including OSHA, Fire and ADA regulations. Working knowledge of the standard methods, materials, and equipment employed in custodian work; working knowledge of cleaning procedures and the care and use of cleaning materials; ability to perform medium physical work; ability to understand and follow oral and written instructions; ability to supervise and evaluate the work of others; ability to train and instruct employees; ability to keep records and prepare routine reports; ability to understand and utilize basic computer skills; and the ability to establish and maintain effective working relationships as necessitated by work assignments.

SPECIAL REQUIREMENTS

Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Employees are subject to hazards associated with working in both inside and outside environments, in extreme hot and cold weather and minimal exposure to adverse environmental conditions such as dirt, dust, pollen, odors, wetness, toxic agents, or pathogenic substances.

PHYSICAL REQUIREMENTS

Must be able to perform simple movements requiring moderate coordination, using switches, levers, handles, hand tools, etc.

Must be able to perform tasks involving the ability to exert moderate physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching and crawling.

Must be able to lift, carry, push and/or pull objects and materials of moderate weight (20-50 pounds).