

TITLE: Custodial Crew Leader

BG/13

DEPARTMENT: Building and Grounds, Fayette County

JOB SUMMARY: This position is supervises and participates in the work of a crew of custodians.

MAJOR DUTIES:

- o Directs, assigns, supervises, and participates in the work of a custodial crew.
- o Cleans public restrooms and replaces supplies.
- o Cleans elevator doors.
- o Empties and cleans ash trays and trash cans.
- o Cleans doors and windows.
- o Removes litter.
- o Mops floors.
- o Polishes mirrors.
- o Cleans water fountains.
- o Dusts furniture and wall hangings.
- o Cleans base moldings.
- o Cleans office and break areas.
- o Cleans stairways.
- o Cleans furniture.
- o Cleans and disinfects telephones.
- o Maintains storage area and janitors' closets.
- o Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- o Knowledge of custodial maintenance procedures.

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- o Knowledge of cleaning tools and chemicals.
- o Skill in the operation of job related tools.
- o Skill in interpersonal relations.
- o Skill in oral and written communication.

**SUPERVISORY CONTROLS:** The Building Maintenance Supervisor assigns work in terms of somewhat general instructions. The supervisor spot-checks completed work for compliance with instructions and established procedures, accuracy, and the nature and propriety of the final results.

**GUIDELINES:** Guidelines include equipment operation manuals and safety policies. These guidelines are generally clear and specific, but may require some interpretation in application.

**COMPLEXITY:** The work consists of related supervisory and custodial duties. Performing duties in occupied buildings contributes to the complexity of the position.

**SCOPE AND EFFECT:** The purpose of this position is to supervise and participate in the work of a custodial crew. Success in this position contributes to a safe and well maintained work environment for county personnel.

**PERSONAL CONTACTS:** Contacts are typically with co-workers and members of the general public.

**PURPOSE OF CONTACTS:** Contacts are typically to give or exchange information, provide services, resolve problems, and motivate and influence persons.

**PHYSICAL DEMANDS:** The work is typically performed while sitting, standing, walking, bending, crouching, or stooping. The employee frequently lifts light and heavy objects, climbs ladders, and uses tools or equipment requiring a high degree of dexterity.

**WORK ENVIRONMENT:** The work is typically performed in an office, stockroom, or outdoors. The employee is exposed to noise, dust, dirt, grease, machinery with moving parts, irritating chemicals, and occasional cold or inclement weather.

**SUPERVISORY AND MANAGEMENT RESPONSIBILITY:** This position has direct supervision over Custodian (3).

**SPECIAL CERTIFICATIONS AND LICENSES:** Possession of a valid State of Georgia driver's license (Class C) and a satisfactory Motor Vehicle Record (MVR) in compliance with County Safety and Loss Control Guidelines. Completion of the State of Georgia Department of Transportation Defensive Driving Course and/or Emergency Vehicle Operation Certification within twelve (12) months of employment.

**ADA COMPLIANCE:** Fayette County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

**HIPAA COMPLIANCE:** The Health Insurance Portability and Accountability Act of 1996, as amended, requires employees to protect the security of Protected Health Information (PHI) however it is obtained, handled, learned, heard or viewed in the course of their work.

**DRUG AND ALCOHOL COMPLIANCE:** In accordance of Fayette County's Substance Abuse Policy of 1996, as amended, all job applicants offered employment will undergo testing for the presence of illegal drugs and alcohol as a condition of employment. In the course of employment, employees are subject to random, reasonable suspicion, post accident and routine fitness for duty testing for illegal drugs and alcohol abuse. Employees are prohibited to work under the influence, to possess, to distribute or to sell illegal drugs in the work place or abuse alcohol on the job. Confirmed positive is reason for denial of employment and/or termination.

#### MINIMUM QUALIFICATIONS

- o Ability to read, write and perform basic mathematical calculations.
- o Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- o Possession of or ability to readily obtain a valid driver's licenses issued by the State of Georgia for the type of vehicle or equipment operated.