



JOB DESCRIPTION

JOB TITLE:	Senior Custodian	FLSA:	Non-Exempt
DEPARTMENT:	Facilities	GRADE:	A2
REPORTS TO:	Custodial Supervisor	DATE:	10/06/2016

SUMMARY OF JOB PURPOSE:

Responsible for planning, assigning, and reviewing the work of assigned custodial staff; trains staff in work procedures; perform custodial duties as required.

ESSENTIAL FUNCTIONS:

This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.

- Plans and assigns the work of custodial staff at assigned multiple facilities or locations, sets priorities, and follows-up to ensure completion and quality of assigned work.
- Trains staff in work procedures.
- Provides input into selection, evaluation, disciplinary and other personnel matters and counsels employees as required.
- Troubleshoots problems, resolves employee or public complaints and provides technical assistance to staff as required.
- Inspects cleaning equipment and ensures that it is ready for use; performs minor adjustments and preventive maintenance or reports the need for replacement or repair.
- Ensures that staff follow safe working procedures, including using the proper safety equipment.
- Reports the need for maintenance or repair of facilities to supervisor; corrects or reports any fire or safety hazards and places barriers in public areas.
- Requisitions required material and supplies; may pick up and deliver supplies to crew as required.
- Maintains accurate records of work performed, employee timesheets, work orders and other documentation.
- Performs custodial duties as required.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.



SENIOR CUSTODIAN

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education and Experience:

High School diploma/GED; AND two (2) years of general cleaning experience; OR an equivalent combination of education, training and experience.

Required Knowledge and Skills

Knowledge of:

- Basic oversight principles and practices, including employee work planning, training and counseling.
- Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools and equipment.
- Use and minor maintenance of hand and power tools and equipment used in custodial work.
- Safety practices and equipment related to the work. Basic shop mathematics.
- Basic record keeping practices.
- Techniques for techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Planning, directing and reviewing the work of others.
- Training others in work procedures. Inspecting work and ensuring that quality standards are met.
- Safely using hand tools and power equipment related to the work.
- Understanding and following written and oral instructions.
- Working without close supervision in standard work situations.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Establishing and maintaining effective working relationships with those encountered in the course of the work.

REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- Nevada Driver's License.
- OSHA 30 certification within six (6) months of date of employment.



SENIOR CUSTODIAN

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Strength and mobility to work in a typical office setting, including operating hand and power tools; stamina to perform sustained physical labor, including standing, walking, climbing and working in confined or awkward spaces; strength to lift and maneuver materials and equipment weighing up to 50 pounds with proper equipment; vision to read printed materials; and hearing and speech to communicate in person or over a radio or telephone.

Work is subject to exposure to frequent travel, extreme weather conditions, noise, electrical shocks, hazardous chemicals, electrical currents, gases, dust and noxious odors.