

UTAH COUNTY JOB DESCRIPTION

CLASS TITLE: LEAD CUSTODIAN
CLASS CODE: 8003
EFFECTIVE DATE: 07/27/2004 (Revised 01/27/1998 version)
MARKET POINT: Based on applicable market study

DEPARTMENT: Public Works

JOB SUMMARY

Under general direction, coordinates and assists custodians and trustees in the custodial maintenance of County buildings.

CLASS CHARACTERISTICS

This is a work lead classification level responsible for building custodial activities.

ESSENTIAL FUNCTIONS

Monitors and coordinates custodial activities of coworkers and assigned trustees.
Performs cleaning, care, and maintenance of various floor surfaces.
Cleans restrooms, windows, walls, offices, dusts furniture, and cleans other building areas as needed.
Removes refuse, trash, and items for recycling from buildings.
Maintains inventory of supplies.
Solves custodial problems concerning County buildings.
Transports equipment and materials between job sites.
Mixes cleaning and disinfecting chemicals for use in custodial activities.
Monitors security of office spaces and buildings.

ADDITIONAL RESPONSIBILITIES MAY INCLUDE

Cleans up body fluid and bio-hazard spills.
Responds to emergency situations on an on-call basis when assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to maintain cooperative relationships with those contacted in the course of work activities; Skill in reading, writing, and math; Skill in communicating verbally; Knowledge of custodial principles, practices, and safety procedures; Knowledge of body fluid and bio-hazard cleanup procedures; Knowledge of scheduling procedures; Ability to maintain an inventory and prepare related reports; and Skill in supervisory techniques.

PHYSICAL DEMANDS

Regularly walk, stand, or stoop; Frequently lift, carry, push, pull or otherwise move objects weighing up to 80 pounds; Ascend or descend ladders, scaffolding, ramps, poles, and the like; Use tools or equipment requiring a high degree of dexterity; Regularly drives a motor vehicle; and Communicate via radios.

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Accommodation may be made for some of these physical demands for otherwise qualified individuals who require and request such accommodation.

WORKING CONDITIONS

Work is performed in environmentally controlled rooms and in partially environmentally controlled rooms; Work is performed in a very noisy place; Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, gases, and poor ventilation; Work exposes incumbent to possible bodily injury from moving mechanical parts of equipment, tools, or machinery; Work exposes incumbent to hazardous chemicals; Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather; Work exposes incumbent to hazards in the cleanup of body fluids and other biological hazards; Work requires the use of protective devices such as masks, goggles, or gloves; and Work exposes incumbent to potentially hostile situations while working in the jail.

EDUCATION AND EXPERIENCE

Equivalent to a high school diploma; and four (4) years custodial work experience in an industrial or public sector setting. Selected incumbents may be required to successfully complete training in the cleanup of bio-hazards during the probationary period for new hires, or during the trial period for promoted County employees.

Selected incumbents may be required to complete and pass a comprehensive background check.

LICENSING AND CERTIFICATION

Incumbent must possess a valid State of Utah drivers license.

This description 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.