

CITY OF VERMILLION
POSITION DESCRIPTION

Department: Custodial Services
Position: Lead Custodian
Status: Full-Time
Wage: \$12.50/hr
FLSA: Exempt

GENERAL STATEMENT OF DUTIES

Assist in performing a variety of routine cleaning and maintenance duties at City facilities in order to maintain sanitary conditions and enhance the appearance of the buildings. Also instruct and monitor custodial workers regarding proper cleaning methods.

SUPERVISION RECEIVED

Reports to and works under the general supervision of the Assistant City Manager.

SUPERVISION EXERCISED

Responsible for training new custodial employees regarding proper cleaning methods and procedures. Monitors assigned tasks of custodial employees to ensure the proper procedures are being implemented. The lead custodian does not conduct performance appraisals, but will be involved in the process.

ESSENTIAL DUTIES

(Any one position may not include all the duties listed, nor do the listed examples include all duties which may be found in position of this class)

- Train and instruct new and assigned employees regarding proper procedures to ensure assigned area is cleaned to meet sanitary regulations and enhance the appearance of buildings; inspect work both in progress and upon completion; coordinate work with Assistant City Manager and adjust schedule as needed.
- Make minor repairs and adjustments for cleaning equipment such as replacing cords, adjusting brushes, applying oil, changing buffers and bags, and thoroughly cleaning the equipment to maintain good working order and prevent major repair expenses.
- Perform minor maintenance work to prevent further costly repairs and provide a safe environment for employees, residents, and students.
- Unplug drains, tighten handrails and hinges, perform patch painting, replace washers and faucets, report minor maintenance and repair difficulties to the proper authority.
- Arrange furniture in offices, conference rooms, and public buildings according to specifications in order to accommodate the needs of those using the facility.
- Clean and sanitize all restroom facilities, including fixtures and furnishings. Ensure that all dispensers are adequately stocked.
- Vacuum all carpeted areas and dust all woodwork, desktops, and countertops.
- Sweep and mop all hard surface floors.
- Wash windows and clean sills as necessary.

- Keep inventory and ensure cleaning supplies are adequately stocked at all times.
- Inspect all areas while cleaning to identify wear and defects and report such conditions.
- Empty all trashcans and place recyclable materials in appropriate bins.

MINIMUM QUALIFICATIONS – EDUCATION AND EXPERIENCE

High School diploma or GED equivalent. Minimum of one (1) year experience in maintenance, construction, plumbing, or related occupation.

MINIMUM QUALIFICATIONS – KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of equipment, facilities, materials, and proper methods and procedures used in custodial and building maintenance.
- Skill in the operation of vacuums, ladders, lifts, and similar types of equipment.
- Ability to perform heavy manual tasks for extended periods of time, work safely, communicate effectively verbally and in writing, establish and maintain effective working relationships with other employees and the general public, and understand and carry out written and oral instructions.

POSITION REQUIREMENTS/PREFERRED QUALIFICATIONS

- Must possess a valid South Dakota Driver’s License.
- Experience leading a custodial team and/or supervision of other employees preferred.

EQUIPMENT USED

Occasional use of motorized forklift and a pickup truck is required. Large vacuums, scrubbers, and polishers along with ladders and other basic tools will also be used by the employee.

PHYSICAL DEMANDS

While performing the duties of this position, the employee is regularly required to use hands to handle and feel, operate objects, tools, and controls, and reach with hands and arms. The employee is frequently required to stand, talk and hear, and walk, sit, climb, balance, stoop, kneel, crouch, crawl, and smell.

The employee must also be able to frequently lift and/or move up to 50 pounds, read and write, and follow oral and written instructions. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORKING CONDITIONS

While performing the duties of this job, the employee regularly works indoors and occasionally outside in weather conditions. The employee occasionally works in precarious places and is exposed to fumes, toxic or caustic cleaning chemicals, loud noises, and vibrations.

The employee also works with large vacuums, scrubbers, and polishers which can be dangerous if not operated properly. Further, employees are frequently asked to climb tall ladders to replace light bulbs, carry heavy garbage bags down flights of stairs, and work with cleaning chemicals that are dangerous if not used properly.

The noise level in the work environment is usually quiet to moderate.