



JOB DESCRIPTION

JOB TITLE: Custodial Lead	FLSA: Non-Exempt
Department: Facilities	Revised Date: 5/19/2015
Security Sensitive: Yes	Grade: A-13
Reports To: Custodial Foreperson - Director of Facilities	

Job Summary

Under the direct supervision of the Director of Facilities and Custodial Foreperson, functions as a working supervisor and oversees the College's night-shift maintenance and custodial services.

Essential Functions

- Coordinates and schedules the night-shift custodial crews to perform routine cleaning and monitors cleanliness of buildings;
- Establishes day-to-day priorities and supervises custodial staff;
- Supervises a force of employees in the performance of various custodial tasks including painting and minor plumbing;
- Maintains records of equipment and supplies;
- Prepares requests for purchase of custodial equipment and supplies;
- Provides training for custodial personnel;
- Serves as a working foreman and assists in performing custodial work as required;
- Performs monthly inspections of buildings;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Performs related duties as required;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

Minimum Education, Skills and Abilities

- High School diploma or GED and four years experience in commercial custodial work including one year supervisory experience, or an equivalent combination of education and experience;
- Working knowledge of standard custodial and building maintenance practices, procedures, and techniques;
- Demonstrated ability to schedule work of custodial and maintenance trade employees;
- Knowledge and ability to perform minor plumbing and electrical repairs;
- Ability to operate custodial and maintenance equipment;

- Skill in use of maintenance tools and materials;
- Requires regular, reliable and predictable work attendance;
- Good knowledge of proper chemical storage, use and inventory;
- Effective organizational and planning skills;
- Effective communication skills both orally and in writing;
- Bi-lingual ability preferred.

Work Environment

- Both inside climate controlled work as well as outside conditions; exposure to wax stripper, cleaning supplies and pesticides;
- Ability to climb stairs, ladders and scaffolds, bend, stoop, push, pull, reach, kneel and the ability to lift up to 50 pounds;
- Ability to stand or walk for long periods of time;
- Must utilize safety equipment at all times.

Special Requirements

- Must be able to work evenings, weekends and holidays;
- Must possess a current Texas driver’s license to drive College vehicles;
- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied? _____

Signature

Date