

**JOB DESCRIPTION  
CITY OF SPRINGFIELD**

**HUMAN RESOURCES DEPARTMENT  
EMPLOYMENT AND  
COMPENSATION DIVISION**

Job Title	<u>Custodial Working Leader</u>
Sch & Grade	<u>CTL-8</u>
Class Code	<u>HA07</u>
FLSA Status	<u>Non-Exempt</u>
Bargain Unit Elig.	<u>SEIU</u>
Occupational Group	<u>Maintenance</u>

**PRIMARY PURPOSE:**

To participate and serve as lead worker of custodians and custodial maintenance workers in the care and cleaning of the interior, exterior and grounds of municipal buildings.

**SUPERVISION:**

Under the general supervision of the Supervisor of Municipal Buildings.

**DESCRIPTION OF WORK:**

**ESSENTIAL FUNCTIONS:**

1. Performs responsible supervisory work and participates in maintaining cleanliness and sanitation of the interior, exterior, furnishing and grounds of municipal buildings.
2. Performs minor maintenance tasks.
3. Trains and instructs employees in the performance of their duties.
4. Performs evaluations and participates in disciplinary action as required.
5. Maintains scheduling and operating records.
6. Executes City regulations and departmental policies pertaining to the care and maintenance of municipal buildings and grounds.
7. Maintains an adequate inventory of all necessary cleaning and operational supplies and requisition supplies as needed.
8. Works with contract services to insure work is performed in accordance with City standards.
9. Works with each department/division/section to insure proper cleanliness of work areas.
10. Performs walk-throughs and site inspections of all maintained facilities to monitor cleanliness and condition.
11. Utilizes appropriate safety equipment and procedures.
12. Travels to a variety of work sites.
13. Utilizes computer software programs to prepare basic reports, oversee work orders, maintain material lists and tracking payroll.

**IMPORTANT FUNCTIONS:**

1. Maintains a neat and orderly storage and office area.
2. Maintains records on MSDS for all chemicals used.
3. Mixes cleaning chemicals according to manufactures suggestion.
4. Attends conferences, workshops, seminars and other training for professional development purposes.

*Performs related work as required.*

**QUALIFICATIONS REQUIRED:**

Any combination of education, training, and experience providing the following knowledge, skills, and abilities:

**Knowledge**

Knowledge of various cleaning agents and proper methods and techniques of their use. Knowledge of procedures of requisitioning and maintaining necessary inventory of supplies and materials. Knowledge of Microsoft office software for the completion of related work activities.

**Abilities**

Use tools and appliances necessary for cleaning buildings, furnishings, and grounds of municipal buildings in a manner consistent with safety principles; train and direct the work of individuals or crews at different work sites; implement management goals into effective work plans and operations; follow oral and written instructions; communicate effectively verbally; learn and utilize computer software applications; deal effectively and courteously with associates and the general public; model and promote acceptance and respect for differences among employees and citizens; perform effectively as a member of a team in carrying out the City’s stated mission and philosophy; present an overall professional image; perform the essential functions of the job without posing a direct threat to the health and safety of others.

**Experience, Education, and Training**

Must have at least two years of experience in custodial and building services. Supervisory experience is desirable.

**Physical Requirements**

Performs bending, squatting, kneeling, standing, climbing, walking and reaching both to ground level and overhead; performs observations on a variety of work sites; occasionally crawls and twists to clean in low or small areas; lifts and carries up to 75 pounds; pushes and pulls up to 125 pounds; must be able to hold and grip objects, subject to periods of prolonged standing and working in awkward positions. Must be able to utilize a computer keyboard and mouse.

**Working Environment**

Primarily outdoors with exposure to dust and pollen; subject to a variety of extreme weather conditions; susceptible to mechanical and chemical hazards associated with equipment, supplies and assignments; susceptible to strong odors and fumes and working in cramped spaces; exposed to contagious diseases and health risks associated with cleaning.

**Licensing/Certification**

If operating a City vehicle, for the purpose of completing job duties, must possess a valid Missouri Motor Vehicle Operator's License.

**Miscellaneous Requirements**

None required.

<b>Last Revision:</b>	February 9, 2012	<b>GENERAL ORDINANCE NO.</b> 2705
<b>Comments:</b>	Updated Abilities	<b>Date:</b> 1977

<b>I have read the foregoing job description in its entirety and understand its contents. I can perform the essential functions outlined with or without reasonable accommodation under the Americans with Disabilities Act.</b>	
<b>Signed:</b> _____	<b>Date:</b> _____