



Custodial Services Team Leader

Plant Operations

PO/6

JOB SUMMARY

This position is responsible for supervising and participating in the work of a crew of personnel engaged in custodial maintenance of campus buildings and facilities.

MAJOR DUTIES

- Coordinates day-to-day work assignments; directs the work of assigned personnel; enforces custodial maintenance policies, procedures, and safe work practices.
- Cleans, sanitizes, and details restrooms; refills dispensers; stocks supplies.
- Dusts and wipes furniture and fixtures.
- Sweeps, mops, and vacuums floors; strips, cleans, waxes and buffs floors.
- Empties and cleans trash receptacles.
- Cleans classrooms and laboratories.
- Maintains equipment and supply inventory; issues and delivers custodial supplies.
- Performs monthly fire extinguisher inspections.
- Cleans spills and broken glass.
- Moves furniture.
- Assists with setting up for special events.
- Reports maintenance needs to supervisor.
- Supervises special cleaning assignments.
- Directs the operations of the mail room.
- Performs related duties.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the materials, equipment and methods used in the custodial maintenance of public buildings.
- Knowledge of the operation, maintenance and repair of a variety of custodial equipment.
- Knowledge of supervisory principles and practices.
- Knowledge of US Postal Service regulations.
- Skill in the training and supervision of personnel.
- Skill in decision making and problem solving.
- Skill in communicating with others.
- Skill in the operation of job-related tools and equipment.

SUPERVISORY CONTROLS

The Plant Operations Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES

Guidelines include department and college policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of related supervisory and custodial duties. The variety of tasks to be performed contributes to the complexity of the position.
- The purpose of this position is to supervise and perform custodial maintenance in assigned college buildings. Success in this position results in safe and well-maintained buildings.

CONTACTS

- Contacts are typically with co-workers, other college employees, and members of the general public.
- Contacts are typically to provide services, to resolve problems, or to motivate or influence persons.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. The employee frequently lifts light and occasionally heavy objects, climbs ladders, uses tools or equipment requiring a high degree of dexterity, and utilizes the sense of smell.
- The work is typically performed in an office or stockroom, in a variety of college buildings, and outdoors, occasionally in cold or inclement weather. The employee may be exposed to noise, dust, dirt, grease, machinery with moving parts, contagious or infectious diseases, or irritating chemicals. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned personnel.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with a high school education.
- Experience sufficient to thoroughly understand the work of subordinate positions to be able to answer questions and resolve problems, usually associated with one to three years experience or service.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.