



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 511.4

Job Title: **CUSTODIAN LEADER**

Pay Grade: 8

GENERAL SUMMARY:

Supervises the daily cleaning and maintenance operations for City buildings.

RESPONSIBILITIES:

- Supervises general cleaning duties such as carpet vacuuming, floor stripping, waxing and buffing.
- Oversees the performance of minor maintenance and repairs to building, furniture and cleaning machinery.
- Sets up building facilities for special events such as meetings, conventions, exhibits and shows.
- Inspects building facilities to ensure proper maintenance and non-hazardous conditions. Corrects or reports improper conditions.
- Inventories and maintains a stock of custodial supplies.
- Conducts new employee training with instruction on custodial activities and proper equipment and supply utilization.
- Keeps simple records on inventories, attendance, scheduling, repairs and routine maintenance.

SPECIFICATIONS:

KNOWLEDGE:

Very fundamental levels of the ability to read, write and follow simple oral instructions as might normally be acquired through up to 8 years of formal schooling.

EXPERIENCE:

Six months of experience in custodial services are required.

COMPLEXITY:

Work consists of routine and repetitive tasks, processes or operations requiring the selection and execution of simple actions.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under close supervision of simple routine duties to ensure completion; or tasks are so highly routine that they may simply require following standardized instructions without continuous direct supervisory observation.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves general scheduling and review of work as a "working supervisor" or lead person.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Custodian
Custodian Leader
Building Maintenance Supervisor

Effective: October 1990

Revised: March 1994