

City of South San Francisco
Human Resources Department

Lead Building Maintenance Custodian

Class Description

Definition

Under general supervision, performs a variety of semi-skilled and skilled tasks in the cleaning and maintaining City buildings; provides lead direction to lower-level custodial staff; and performs related duties as assigned.

Distinguishing Characteristics

This class is the highest level in the series and is distinguished from the next lower-level classification in that incumbents regularly provide lead direction and is assigned the more complex building maintenance tasks. This classification also performs any and all of the duties set forth in the lower-level classifications in the series.

Typical and Important Duties

This classification also performs the duties set forth in the class specifications for all lower-level custodial classifications. In addition this classification:

1. Oversees the maintenance of assigned building and facilities.
2. Assists in the preparation of work schedules
3. Provides input regarding personnel matters.
4. Provides training in work techniques and safety.
5. Performs the more difficult non-journey-level types of building repairs.
6. Services and maintains janitorial equipment, such as vacuums, buffers, carpet extractors, and automatic scrubbing machines.
7. Receive stores, issues stock, and provides for inventory control in the operation of a central stores unit for janitorial and related supplies.
8. Purchases supplies and equipment within established procedures and limits.
9. Maintains and sets up recording and related equipment for City Council, commissions, and other meetings being held in City buildings.
10. Maintain records as necessary.
11. Distributes or oversees the distribution of City documents, such as council agendas.
12. Perform related duties and responsibilities as assigned.

Job-related Qualifications

Knowledge of:

- Methods, materials, and equipment used in the janitorial maintenance of public buildings and facilities.
- Basic building trades in the areas of plumbing, electrical, carpentry, and painting.
- Basic principles of leading and directing others.
- Occupational hazards and safety practices and procedures related to the work.

Ability to:

- Effectively and safely perform building maintenance tasks.
- Maintain proper standards of cleanliness in assigned areas.
- Work independently.
- Effectively direct the work of assigned staff.
- Follow written and verbal instructions.
- Maintain basic records.
- Represent the City, the department, or the organizational unit effectively in contacts with representatives of other agencies, City departments, and the public.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Communicate effectively in writing, orally, and with others to assimilate, understand, and convey information, in a manner consistent with job functions.
- Perform heavy physical and manual labor.
- Use initiative and independent judgment within established policy and procedural guidelines.
- Take a proactive approach to customer service issues.
- Make process improvement changes to streamline procedures.
- Organize own work, set priorities, meet critical deadlines, and follow-up on assignments with a minimum of direction.
- Work in a safe manner, following City safety practices and procedures; model and enforce correct City safety practices; identify, correct, and report hazards.
- Maintain confidentiality regarding sensitive information.

Skill in:

- Driving a variety of vehicles safely.

Experience and Training

Any combination of experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience: Three years of progressively more responsible experience in janitorial work and basic building maintenance.

Training: Equivalent to graduation from high school.

Licenses and Certificates

All licenses and certificates must be maintained as a condition of employment.

- Possession of, or ability to obtain, an appropriate, valid California driver's license, and a satisfactory driving record.

Special Requirements

Essential duties require the following physical skills and work environment:

Physical Skills: Able to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and climb; lift and carry 75 pounds; dexterity to drive trucks and other vehicles; distinguish among various colors; use common hand tools; vision to read printed materials, a computer screen, and to use equipment in varied field settings; hearing and speech to communicate in person and over the telephone.

Work Environment: Work in a office and field setting; exposure to inclement weather, cold, heat, noise, outdoors, dust, dirt, vibration, chemicals, confining workspace, mechanical hazards, and electrical hazards.

Ability to: Travel to different sites and locations; drive safely to different sites and locations; maintain a safe driving record; maintain a clean and neat appearance; work protracted and irregular hours; respond to a pager; take 24-hour call and stand-by; available for evening meetings; available for unusual hours in emergencies.

Approved:	April 1994
Revised Date:	December 2001, January 2003, June 2003
Former Titles:	
Abolished:	
Bargaining Unit:	AFSCME
ADA Review:	November 2000, 2003
DOT:	No
Physical:	Class 2
Status:	Classified/non-exempt
EEOC Category:	EF6/EJ8
Job Code:	A190

ADA Documentation of Essential Duties

1. SDE
2. SDE
3. SDE
4. MME
5. SDE
6. SDE
7. MME
8. MAE
9. MAE
10. MAE
11. MAE