TITLE:	**Lead Custodian**	**JOB CODE:**	1213
PREPARED:	6/30/03	**FLSA:**	Non-Exempt
UPDATED:		**REVISION #:**	

Summary: Under general supervision, performs custodial and housekeeping work for County offices, institutional buildings and facilities.

Distinguishing Characteristics: This class is distinguished from the Custodian designation by the added responsibilities of providing work direction to custodial staff, temporary workers, trustees and volunteers; procuring supplies and equipment; and performing light maintenance.

Essential Job Functions: *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following tasks, knowledges, skills and other characteristics. The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Plans and develops work schedules of custodial staff; trains staff in equipment use; may provide input on staff selection and/or performance.
- Performs light maintenance work directly or in support of trades personnel.
- Determines and procures supplies, materials and equipment for custodial and housekeeping operations; conducts regular inventories.
- Responds to special requests to set up conference rooms, voting areas, etc.
- Sweeps, vacuums, mops, dusts, shampoos, steam cleans, strips, waxes, polishes and buffs floors, carpets, furniture, etc.; washes windows, walls, metal and woodwork.
- Dusts and cleans offices, institutional wards and/or other work and break areas; dumps garbage cans and relines cans with liners; picks up litter from around buildings and grounds.
- Cleans and sanitizes rest rooms and replenishes supplies; cleans spills; cleans drinking fountains, mirrors, tables, walls, fixtures, blinds, and light fixtures.
- Cleans rain gutters, sweeps roofs, sidewalks and walkways of ice and debris.
- Delivers supplies and runs errands; moves furniture and office equipment; sets up and tears down meeting rooms and facilities; paints various properties; and changes light bulbs and fluorescent tubes.
- Maintains records of work assigned and jobs completed.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Required Knowledge and Skills:

- Knowledge of materials, methods and practices of building custodial operations.
- Knowledge of the principles and practices of effective supervision.
- Knowledge of the principles and practices of effective record keeping.

- Knowledge of equipment safety procedures.
- Knowledge of County policies, procedures, rules and regulations.
- Skill in directing the work of other employees.
- Skill in operating custodial equipment.
- Skill in dealing effectively with the public and other employees.
- Skill in following verbal and written instructions.
- Skill in working independently or as a team member.

Education, Experience, Certifications and Licenses:

- Literacy equivalent to the eighth grade level.
- Three years of experience in custodial and housekeeping operations, with a minimum of one year of supervisory experience.
- Blood Borne Pathogen certification.
- Forklift operator certification.
- Possession of a valid State of Nevada Driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal and external environments with exposure to inclement weather, and varying temperatures.
- May be exposed to hazardous chemicals.
- Subject to standing, walking, sitting, bending, reaching, kneeling and lifting heavy objects up to 50 pounds.

Equipment and Tools Utilized:

- Special Equipment includes hand and power tools, vacuum, extractor, buffer, ladders and calculator.