

SENIOR CUSTODIAN

DEFINITION

To organize, assign, and review the work of assigned personnel engaged in a full range of custodial work in the care, maintenance, and cleaning of City building and facilities.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Custodian series. Positions at this level are distinguished from the Custodian class by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and responsible types of duties assigned to classes within this series, including provision of technical and functional supervision and performance of advanced journey level activities. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Custodian Supervisor.

Exercises technical and functional supervision over assigned custodian staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Plan, prioritize, lead, review, and participate in the work of staff assigned to performing a full range of custodial work in the care, maintenance, and cleaning of City building and facilities.

Develop schedules and methods to accomplish assignments ensuring all work is completed in a timely and efficient manner.

Participate in evaluating the activities of staff, recommending improvements and modifications.

Provide or coordinate staff training; work with employees to correct deficiencies.

Review the work of assigned crews engaged in custodian work; inspect work in-progress; train personnel in the safe and proper operation of a wide variety of tools and equipment used in the work.

Lead staff and perform the most difficult and complex work in the care, maintenance, and cleaning of City buildings, equipment, and related facilities.

## Senior Custodian

- 2 -

Assess materials and labor needed to accomplish assigned jobs and estimate associated costs; ensure availability of supplies, materials, and equipment needed; purchase supplies and materials as necessary.

Maintain accurate records related to custodial activities, including labor, material and equipment costs, and other work-related records.

Work with vendors and contractors in the outline and documentation of out-sourced work/projects; inspect and approve completion of contract services.

Use a personal computer to enter and retrieve information related to work assignments, other record keeping, and electronic communication.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of lead supervision, training, and performance evaluation, including safety practices and related record-keeping.

Materials, methods, practices and equipment related to a full range of custodial work related to the care, maintenance, and cleaning of City building and facilities.

Safe work practices and application and use of Material Safety Data sheets (MSD).

Basic arithmetic, including addition, subtraction, multiplication, division, and calculation of percentages.

Basic principles and practices of record keeping.

#### Ability to:

Act as a lead worker and perform advanced journey level custodial work in the care, maintenance, and cleaning of City building and facilities.

On a continuous basis, know and understand building/facilities custodial maintenance activities and observe safety rules; intermittently, analyze problem equipment; identify safety hazards; locate equipment; interpret work orders; remember how to operate equipment; and explain jobs to others.

Intermittently, sit while studying or preparing reports; bend, squat, climb, kneel and twist when performing custodial duties and/or installing, repairing, and servicing related equipment; perform simple and power grasping; pushing, pulling, and fine manipulation; and lift or carry weight of 50 pounds or more

Prepare and develop cost estimates related to in-house/out-sourced work and projects.

Respond to field requests for difficult or complex custodial building/facilities maintenance work.

Work regular shifts as assigned; may be assigned to on-call, call back, and/or emergency schedules that include evenings, weekends, and/or holidays.

Keep records and make reports; use a personal computer to enter and retrieve data, track work order status, and communicate electronically.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

#### Experience and Training

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

##### Experience:

Two years of experience performing work similar to that of a Custodian in the City of Roseville.

##### Training:

Equivalent to completion of the twelfth grade.

#### License or Certificate

Possession of, or ability to obtain, a valid California driver's license.