

Lead Custodial Worker

DEFINITION

This is manual work involving leadhand supervision of the cleaning and care of a number of designated buildings and civic occupied premises.

Employees in this class act as crew leaders directing a small to medium group of workers engaged in routine cleaning and minor related housekeeping work in an assigned building or building areas. Incumbents may perform the more specialized cleaning tasks, and the extent of supervision applied varies according to facilities, cleaning tasks, and individual worker capabilities. The character of this work usually requires that incumbents work during nights or other designated shift assignments.

Instructions are received in oral or written form. The work is reviewed in progress and upon completion for adherence to established standards.

TYPICAL DUTIES *

Assigns, checks and participates in the work of a small group engaged in cleaning and performing minor housekeeping tasks in an assigned building or building areas.

Instructs new personnel in the proper use of supplies and equipment; keeps records of time and materials; revises crew schedules as necessary; and provides probationary/temporary employee assessments and evaluations of their capabilities.

Assists with the assessment of new materials, equipment, and cleaning techniques.

Provides input into the overall planning/scheduling process by providing estimates of labour, time, materials and other resource requirements.

Participates in or directs the shredding and disposal of paper as required.

Directs or shovels/sweeps entrance ways to city-owned premises, as required.

Performs related duties as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of the standard methods, materials, tools and equipment employed in the janitorial care and maintenance of buildings.

Knowledge of departmental and civic rules and regulations, as related to the work.

Knowledge of the occupational hazards and safety precautions applicable to the work.

Ability to understand and execute oral and written instructions in the English language.

Ability to supervise and evaluate the work of subordinates.

Physical strength and agility sufficient to perform work of this class.

Skill in the use of a variety of cleaning machines and equipment.

TRAINING AND EXPERIENCE REQUIREMENTS

Job Level

Completion of the twelfth (12th) school grade supplemented by completion or enrolment in the Building Service Worker Program from a recognized post-secondary institution. A minimum of three (3) years' experience in custodial work including demonstrated supervisory ability. An equivalent combination of training and experience may be considered. Possession of a valid Alberta Class 5 Motor Vehicle Operator's Licence and/or eligibility to obtain a City driver's permit may be required.

* *This is a class specification and not an individualized job description. A class specification represents and defines the general character, scope of duties and responsibilities of all positions within a specific job classification. It is not intended to describe nor does it necessarily list the essential job functions for a specific position in a classification. Positions may perform some of the duties listed above but this does not necessarily qualify for placement into this classification.*

LEAD_CUSTODIAL_WORKER.DOC

Salary Plan	<u>10M</u>	<u>10A</u>	<u>10B</u>	<u>10C</u>
Job Code	0257			
Grade	020			

Last Updated: 2010-Feb
 Previous Updates: 1995-Sept (CW III)
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