



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Crew Leader-Custodial	DEPARTMENT: Public Works
IMMEDIATE SUPERVISOR: Refuse Superintendent	GRADE/RANK: Grade 11
	FLSA/ESSENTIAL STATUS: Non-Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Performs responsible semi-skilled custodial work and serves as lead worker over custodial crew.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Supervises and participates in unskilled and semi-skilled worker in the cleaning of public facilities including restrooms, offices, halls, meeting rooms and public access areas;
- Performs minor repairs and maintenance to facilities i.e. changes light bulbs, adjusts fixtures etc.;
- Reports building maintenance and repair issues to Superintendent, i.e. roof leaks, plumbing leaks, etc.;
- Assigns job duties to staff and provides instructions on quality and quantity of work duties;
- Makes and adjusts work assignments to ensure all facilities are cleaned in a timely manner;
- Operates custodial equipment on job sites;
- Provides quality assurance on work of assigned personnel;
- Orders supplies and materials and ensures adequate quantities on hand;
- Ensures correct products are distributed for use by all custodians;

- Maintains time and material records;
- Conducts performance evaluations on assigned custodial staff;
- Recommends any personnel measures needing action to Superintendent;
- Adjusts work schedules of assigned personnel to ensure adequate custodial coverage for all facilities;
- Develops schedules for recurring work – floor waxing, stripping, etc.;
- Processes work requests and material requisitions;
- Trains and instructs subordinates on proper custodial techniques and practices;
- Assists with snow and ice removal around facilities as required;
- Ensures all staff use proper techniques and supplies for specific task;
- Ensures Safety Data Sheets (SDS) is maintained for all chemicals and chemical by-products;
- Ensures all employees are trained on SDS system and proper spill containment, cleanup and disposal;
- Ensures compliance with all environmental laws and regulations as they pertain to custodial operations;
- Ensures compliance with all OSHA and other safety requirements;
- Assists superintendent in development of departmental budget;
- Performs related tasks as required and;
- Provides leadership and close supervision of assigned personnel.

KNOWLEDGE, SKILLS AND ABILITIES:

- General knowledge of custodial and custodial maintenance practices;
- Knowledge of the occupational hazards and safety precautions of the work;
- Knowledge of cleaning supplies and chemicals;
- Ability to assign and supervise the work of others;
- Ability to prepare simple reports;
- Ability to communicate effectively with staff and public and;
- Knowledge of basic computer skills in Microsoft Word, Excel and Outlook.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to high school diploma and considerable experience in custodial work.

SPECIAL REQUIREMENTS:

Possession of valid driver's license issued by the Commonwealth of Virginia and a good driving record. Employee may be exposed to blood borne pathogens and cleaning agents and chemicals used in cleaning. May be required to work Saturdays, week-ends and holidays depending on City

activities and special events. May be required to wear specialized personal protective equipment for some cleaning situations.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is physical work requiring the exertion of up to 30 pounds of force frequently to move objects and up to 50 pounds to occasionally to load equipment and move items. Position requires the ability to walk and stand for extended periods of time. Must be able to bend, climb steps, reach, push/pull hand carts, and lift objects. Work requires frequent bending, squatting, kneeling, carrying and occasional climbing and reaching above shoulders. Vocal communication is required for expressing or exchanging ideas by means of the spoken word, conveying information and instructions. Hearing is required to receive information at normal spoken word level. Visual acuity is required for operation of machines, observing surroundings and activities and ensuring safe conditions. May be subject to inside and outside environmental conditions, may be exposed to chemicals used in cleaning, and may be exposed to bloodborne pathogens and bodily wastes.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Supervises 4 full time and approximately 8 part time custodians. Accurately maintain all required records and reports as stated above. Ensures quality work.

EXAMPLES OF EXPECTED DECISION MAKING:

Makes decisions on what equipment and supplies are to be purchased. Determines when purchases are made. Assign tasks and buildings to be cleaned to each custodial worker. Evaluates and documents performance of each custodian. Inspects buildings weekly to ensure continuity of services and proper cleaning practices are maintained.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Crew Leader-Custodial will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Director of Public Works and Chief Human Resources Officer

Revised Date: 2019