

**Franklin County Board of Commissioners
Classification Specification & Job Description**

| | | |
|--|---|--|
| <u>CLASSIFICATION TITLE:</u> Custodial Worker Crew Leader | <u>CLASS NUMBER:</u> 30001.1 | <u>FLSA:</u> Non-Exempt |
| <u>AGENCY/DIVISION:</u> Public Facilities Management | <u>JOB TYPE:</u> Full Time, Classified | <u>PROBATION PERIOD:</u> 120 |
| <u>BARGAINING UNIT:</u> AFSCME | <u>PAY GRADE:</u> A5 | <u>POSITION CONTROL #:</u> Varies |
| <u>POSITION LOCATION:</u> 373 S High Street, Lobby, Columbus, OH 43215 | <u>TYPICAL WORK SCHEDULE:</u> Shifts vary | <u>SUPERVISOR (PCN):</u> Housekeeping Foreman (Varies) |
| <u>JOB TITLE (PCN) OF THOSE DIRECTLY SUPERVISED:</u> | | |

CLASSIFICATION PURPOSE:

The primary purpose of the Custodial Worker Crew Leader classification is to lead a team of custodial workers in the performance of cleaning the facilities and grounds.

JOB DUTIES:

Provide work direction to custodial workers and provide on-the-job training by demonstrating cleaning procedures. Sweep and mop floors using power equipment and hand tools. Clean and sanitize, offices, meeting rooms, public areas (inside and outside), restrooms, locker rooms, interior/exterior doors, and windows. Empty and clean interior and exterior waste receptacles and replace liners. Clean exterior of light fixtures. Clean and remove debris in elevator tracks. Vacuum and spot clean carpeted areas. Wash, polish, or dust walls, ceilings, doors, partitions, ashtrays, furniture, vents, and windows. Tasks may risk exposure to temperature/weather extremes, wetness/humidity, strong odors and/or disease/blood/body fluids.

Check cleaning supply levels when reordering is required and replenish cleaning supplies. Assist with unloading and storing custodial supplies and equipment. May assign jobs to custodial workers in the absence of the housekeeping foreman. Keep custodial carts clean, maintained, and well stocked with supplies. Keep janitor's closet neat, clean, and orderly. Maintain regular and predictable attendance.

These duties are illustrative only and you may perform some or all of these duties or other job-related duties as assigned.

MAJOR WORKER CHARACTERISTICS:

Knowledge of inventory control; safety practices; agency policy and procedures. Skill in equipment operation. Ability to add, subtract, multiply and divide whole numbers; work alone on most tasks; demonstrate strength to lift up to 75 lbs., demonstrate strength to move objects from one location another.

MINIMUM CLASS QUALIFICATIONS FOR EMPLOYMENT:

Any equivalent combination of relevant training and experience including but not limited to: High school diploma or GED with six (6) months of custodial experience.

Additional Requirements

No special license or certification required.

Supervisory Responsibilities

Ability to assign, review, plan and coordinate the work of other employees. Ability to provide instruction to other employees.

UNUSUAL WORKING CONDITIONS:

May be required to wear personal protective equipment (PPE) to perform duties.

Acknowledgement of Receipt:

I acknowledge that I have received a copy of my position description and can perform the essential functions of the job duties as described in the position description.

Employee Name

Employee Signature

Date

Effective Date: _____