



# LARAMIE COUNTY

## JOB DESCRIPTION

**TITLE:** Lead Custodian

**FLSA:** Non-exempt

**DEPARTMENT:** Building Maintenance

**REVISED:**

### Summary:

Under general supervision, coordinates the activities of a group of custodians in performing cleaning assignments.

**Essential Job Functions:** *(Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class.)*

- Coordinates, assigns and inspects the work activities of a group of custodial employees.
- Instructs other custodians on proper uses and techniques of cleaners and equipment.
- Communicates with supervisor on any problematic issue with employees or task assignment.
- Cleans, dusts and wipes surfaces, such as desks, countertops, tables.
- Vacuums, spot cleans and or shampoos rugs, carpets and furniture using commercial type vacuum cleaners and shampooing equipment.
- Sweeps, mops, polishes and strips hard-covered floors in rooms and halls.
- Cleans and disinfects restrooms and fills dispensers.
- Performs other duties as assigned or required, such as but not limited to, replacing light fixtures, re-stocking, supplies, reporting malfunction of restroom or light fixtures and/or damages to public areas, locks and unlocks doors.



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### **Knowledge and Skills:**

- Knowledge of cleaning equipment, products, techniques, and standards.
- Knowledge of safety practices and procedures.
- Knowledge of how to perform tasks.
- Knowledge of on-the-job training techniques for subordinate personnel.
  
- Skill in coordinating the work activities of assigned staff.
- Skill in demonstrating cleaning and equipment techniques.
- Skill in safe operation of power cleaning equipment.
- Skill in both verbal and written communications.
- Skill in using commercial cleaning products and equipment.
- Skill in establishing and maintaining effective working relationships with employees and the public.

### **Minimum Qualifications:**

High School diploma or equivalent; and two years of custodial experience; OR any equivalent combination of education, training and experience. May be required to work afternoon and evening hours.