

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Custodial Crew Leader

Class Code: 80123

Pay Grade: GC

A. Purpose:

Instructs and monitors custodial workers on proper cleaning methods and assists in cleaning offices and institutional buildings to maintain sanitary conditions and enhance the appearances of the buildings.

B. Distinguishing Feature:

The Custodial Crew Leader serves as a crew leader over custodial workers and may participate in the formal performance appraisals. The incumbent is assigned supervisory responsibilities on weekend shifts and coordinates the setup of furniture for special functions.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Trains and instructs new and assigned employees in proper cleaning procedures to ensure the assigned area is cleaned to meet sanitary regulations and enhance the appearance of the building.
 - a. Inspects work in progress and upon completion.
 - b. Coordinates work with building supervisors and adjusts schedules as needed.
2. Makes minor repairs and adjustments on cleaning equipment such as replacing cords, adjusting brushes, applying oil, changing buffers and bags, and thoroughly cleaning to keep the equipment in good working order and prevent major repair expenses.
3. Performs minor maintenance work to prevent further costly repairs and to provide a safe environment for employees, residents, and students.
 - a. Unplugs drains.
 - b. Tightens handrails and hinges.
 - c. Performs patch painting.
 - d. Replaces washers in faucets.
 - e. Reports minor maintenance and repair problems to proper authority.
4. Arranges furniture in offices, conference rooms and auditoriums according to specifications to accommodate the needs of the people using the facility.
5. Performs other work as assigned.

D. Reporting Relationships:

The Custodial Crew Leader trains new employees in proper cleaning procedures and monitors assigned employees' work to ensure the proper procedures are being used. The incumbent does not conduct performance appraisals. The Custodial Crew Leader may be responsible for leading the work of a group of residents or students at institutions or on college campuses.

E. Challenges and Problems:

Problems facing the Custodial Crew Leader are scheduling work around special events; preparations for unscheduled events; reassigning the work due to last-minute absentees; monitoring employees who work irregular schedules; and determining what duties must wait if there is not enough time. Challenges for the Custodial Crew Leader are devising ways to work around residents, employees, or remodeling crews so the work will get done with the least amount of disruption and determining the most appropriate time to relocate employees/residents.

F. Decision-making Authority:

Decisions made by the Custodial Crew Leader are when to order cleaning supplies; dividing work among employees when someone is absent; approving or disapproving leave requests; determining if employees are doing their work properly and efficiently; how often to refinish or strip and re wax floors; and how often to shampoo carpets. Decisions referred to a supervisor are major repair or purchase of equipment, building damage or repairs required, changes in shift, disciplinary problems with assigned workers, and whether or not to work overtime.

G. Contact with Others:

The Custodial Crew Leader has daily contact with supervisors to receive additional duty assignments and daily contact with assigned employees to give work assignments. Incumbents working in an institution or on a college campus have daily contact with employees, residents and the public during the course of performing their duties.

H. Working Conditions:

The incumbent works with large vacuums, scrubbers, and polishers which are dangerous if not operated correctly. Incumbents climb tall ladders to replace light bulbs, are required to carry heavy garbage bags down flights of stairs and work with cleaning chemicals that are dangerous if not used properly. Incumbents working in an institution work around clients who may be hostile or violent.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- proper use of cleaning equipment and supplies.

Ability to:

- establish and maintain effective working relationships;
- operate cleaning equipment; and
- direct the activities of subordinates.