

## **CITY OF BURBANK**

### **CUSTODIAL LEADWORKER**

#### **DEFINITION**

Under direction, to lead and supervise a custodial crew engaged in cleaning and maintaining public buildings, and to do related work as required.

#### **ESSENTIAL FUNCTIONS**

Assigns, supervises, and performs the work of custodial employees, such as cleaning, dusting, waxing floors, washing walls and other routine custodial work; inspects buildings and directs work assignments as necessary; prepares activity, inspection and performance standard reports; maintains building security; orders and maintains supplies, equipment, and tools; arranges for and delivers materials for City Council, Boards, and Commissions meetings and other functions; conducts safety meetings and enforces safety regulations and is knowledgeable and proficient in the use of Material Safety Data Sheets; may be required to set up, take down and clean up equipment and facilities for special events; prepares work orders and performs custodial work as required; trains and assists in the evaluation of employees; assists in the development and implementation of performance standards and inspects work for conformance with established standards; drives on City business.

#### **MINIMUM QUALIFICATIONS**

##### **Employment Standards**

- Knowledge of - the methods, materials, and equipment used in janitorial and custodial work and knowledge of floor equipment.
- Ability to - communicate effectively orally and in writing; carry out a work schedule through the proper assignment and utilization of staff; establish performance standards and inspect buildings to determine need for cleaning and minor repairs and to initiate corrective action; perform floor care; effectively direct the work of others and work as a team member; carry out oral and written instructions; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

**Education & Training:** High school graduation or equivalent and four years experience within the last five years, as a custodian in commercial, industrial, hospital, governmental, or similar organizations of which at least one year has been in a leadworker or supervisor capacity.

**License & Certificates:** A valid California Class "C" driver's license or equivalent at time of appointment.

#### **SUPPLEMENTAL INFORMATION**

None.