

**PURPOSE OF THE CLASSIFICATION:** Under general supervision acts as a working lead custodian, performing a variety of custodial skilled tasks, working as a member of a work group or overseeing custodians on individual job assignments and activities involving City properties, and performs other related assigned duties

**ESSENTIAL TASKS:**

- Performs high level lead work, directing other custodians, participating with a group of workers to ensure the cleanliness of City Parks facilities
- Provides direction to custodial staff regarding the cleaning and maintenance of Park's center floors
- Cleans various City facilities, offices, and breakrooms
- Sweeps, mops, strips, buffs, and waxes floors of various facilities using various cleaning agents, tools, and adhering to safety guidelines
- Orders and maintains adequate stock of custodial supplies for all City facilities
- Performs routine site inspections and reports any damage or repairs needed, evaluates supplies for ordering, and provides input to custodial staff on processes or best practices for facility upkeep
- Ensures Custodial Worker II staff have accurately completed required safety checks and paperwork
- Sets up required equipment for events and meetings
- May act as a lead over Custodial Worker II staff
- Must report to work on a regular and timely basis

**Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.**

**QUALIFICATIONS:**

Training and Experience: Must meet one of the following options or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128:

1. (a) Graduation from high school or possession of a General Education Development (GED) Diploma; **and**,  
(b) Four (4) years of experience relevant to the essential tasks listed in this job description; **or**
2. (a) Completion of tenth (10<sup>th</sup>) grade; **and**  
(b) Six (6) years' experience relevant to the essential tasks listed in this job description.

Knowledge, Abilities and Skills:

Knowledge of:

- Good knowledge of cleaning materials and methods
- Good knowledge of the use of power floor care equipment, including buffers and carpet cleaning equipment
- Good knowledge of safety requirements for work being performs and materials being used
- Good knowledge of City owned facilities

Ability to:

- Ability to use hand tools to make minor repairs to City owned facilities
- Ability to understand and follow verbal instructions
- Ability to perform physical work
- Ability to communicate with fellow workers, supervisors, management, other members of the organization, and external customers courteously and tactfully
- Ability to provide high level customer service to people at any level within or outside the organization

Physical Requirements: Physical requirements include frequent walking and occasional standing; occasional lifting and carrying up to 50 pounds; occasional pushing and pulling up to 60 pounds; frequent kneeling, reaching, balancing, bending, handling, feeling, and twisting; occasional climbing, and smelling; and vision, speech, and hearing sufficient to perform essential tasks.

Licenses and Certificates: Possession of a valid class "D" Oklahoma Driver license.

**WORKING ENVIRONMENT:** Working environment is primarily indoors and occasionally outdoors, and in inclement weather. May be exposed to the following: hazardous materials or toxic chemicals, excessive dust, damp/wet surfaces, snow/ice covered surfaces, and refuse/garbage/litter.

**EEO Code: N-08**

**Group: Labor and Trades**

**Series: Unskilled and Semiskilled Labor**