

Marion County Board of County Commissioners

POSITION DESCRIPTION



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

LEAD CUSTODIAN

Department: MSTU
Pay Grade: 103
FLSA Status: Non-Exempt
Job Class: 8016
Risk Code: 9015

JOB SUMMARY

Responsible for performing manual labor in the general custodial care of County facilities on a daily basis and assisting Custodial Crew Coordinator in accomplishing daily shift responsibilities.

ESSENTIAL JOB FUNCTIONS

- Cleans and sanitizes bathroom facilities, windows, floors, and vacuums carpets.
- Empties trash receptacles and separates recyclables.
- Replaces paper products in bathroom facilities and unclogs plumbing fixtures as needed.
- Dusts walls, baseboards, furniture, and office equipment.
- Strips and waxes floors. Uses commercial chemical cleaning agents and commercial waxes.
- Operates floor scrubbers, buffing machines, carpet cleaners, and professional cleaning equipment.
- Moves office furniture and sets up conference rooms.
- Performs emergency or accident cleanup for spills, messes, broken glass, etc.
- May supervise work release and community service workers.
- May drive between various locations.
- Provides excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person or by phone contact.
- Implements the organization's guiding principles and core values.
- Performs other related job duties as assigned.

SUPERVISION

This position has no supervisory responsibilities.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent preferred; and one (1) year experience in custodial work; or an equivalent combination of education and experience.

Licenses or Certifications:

Possession of a valid, State of Florida driver's license to operate a motor vehicle. Requirement exists at the time of hire and as a condition of continued employment.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to read and comprehend simple instructions, short correspondence, and memos.
- Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.
- Ability to add and subtract two-digit numbers and multiply and divide with tens and hundreds.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.
- Ability to apply general understanding to carry out simple one-or two-step instructions.
- Ability to deal with standardized situations with only occasional variability.
- Ability to apply easily understood policies, methods, and guidelines to own work.
- Knowledge of cleaning materials, consumable supplies, and cleaning equipment and cleaning techniques.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

PHYSICAL DEMANDS

The work is heavy work which requires exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. While performing the duties of this job, the employee will regularly be required to climb or balance, stoop, kneel, crouch, or crawl; and will frequently be required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, talk or hear, and taste or smell.

WORK ENVIRONMENT

Work is performed in various indoor and outdoor environments. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions, high precarious places, outdoor weather conditions, and risk of radiation; will regularly be exposed to blood, body waste and sewage, and vibration; and frequently be exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock.

Marion County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Marion County does not discriminate on the basis of race, color, national origin, sex, religion, age, disability or military service in employment or the provision of services.