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 (10th) 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