*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are* ***not*** *intended to reflect all duties performed within the job.*

**DEFINITION**

Supervise and coordinate the work of custodial employees and functions; perform a variety of minor building maintenance activities; replace lamps; replace batteries in fixtures; ensure custodial equipment is in proper working order.

**JOB CLASSIFICATION**

Exempt, Safety Sensitive.

**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Facilities Supervisor.

Exercises direct supervision over custodial staff.

**PRIMARY DUTIES**--*The following are examples of primary duties assigned to positions in this classification. Other related duties and responsibilities may be assigned.*

Plan, prioritize, assign, supervise and review the work of assigned staff; participate in the selection of assigned staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Schedule employees, assign work, and monitor progress; guide, train and develop employees in the accomplishment of their duties and professional growth; evaluate performance.

Inspect various City buildings and facilities, evaluating custodial services, preparing annual maintenance plans, and recommending programs, projects and work assignments.

Develop and implement quality assurance/quality control (QA/QC) processes to ensure quality services are delivered that meet or exceed customer expectations given available resources.

Gather data and prepare special and periodic statistical or analytical reports on operations, including QA/QC efforts and results.

Evaluate work projects, estimating time, materials, equipment, and staffing needs.

Support custodial staff in perform indoor facility cleaning and maintenance; clean, sanitize and deodorize restroom facilities and fixtures including sinks, urinals and toilets; maintain fixtures and replenish supplies in restrooms; empty, clean and sanitize waste receptacles; dust and polish furniture, woodwork, fixtures, and equipment; wash windows, mirrors, walls and ceilings.

Respond to on-site inquiries from the public; resolve custodial services concerns or complaints; receive, investigate, and resolve complaints from employees and the public regarding assigned responsibilities.

Coordinate equipment repair and maintenance; establish procedures to ensure safety of employees and building users and to ensure timely, efficient, and cost-effective maintenance of City buildings.

Order, receive, stock, and distribute supplies, materials, and equipment; develop and maintain inventory control process; meet with vendors, attend seminars and demonstrations, and test new products.

Write, negotiate, administer, and monitor custodial contracts; develop and distribute work orders to contract employees.

Assist with monitoring expenditures against approved budget.

Identify and report building repair/maintenance needs; supervise opening and closing of buildings.

Perform a variety of janitorial work, including general cleaning, maintenance, furniture arranging, trash removal and conference room setup.

Perform other duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

Personnel policies and procedures.

Principles, practices, and methods of custodial maintenance.

Policies and procedures for budgeting and purchasing.

Principles of employee supervision and training.

Chemicals used in cleaning and use of corresponding Material Safety Data Sheets.

Materials and equipment used in custodial maintenance, such as vacuums, mops, brooms, floor strippers, floor waxers, ladders, shampooing machines, and hand-held cleaning equipment.

Writing, administering, and monitoring cleaning contracts.

Methods, techniques, materials, equipment, and tools used in the installation, maintenance, and reconstruction of facilities, equipment, buildings, grounds and systems in area of assignment.

Materials, supplies and methods used in routine carpentry, mechanical, plumbing and electrical work.

Operational characteristics and maintenance requirements of custodial tools and equipment.

Planning, scheduling, or performing preventive maintenance and repair of custodial equipment.

Modern office technology and equipment, including computers and related software applications.

Applicable Federal, State, and local codes, laws and regulations.

**Ability to:**

Supervise, direct and train employees.

Effectively develop and distribute work to employees.

Draft policies and procedures.

Develop and monitor budgets.

Properly schedule employee leave and plan staff coverage.

Order, receive, stock, and distribute supplies, materials, and equipment.

Read, understand, and comply with policies, procedures and instructions.

Operate and use modern office equipment including computer and various software applications.

Listen well and communicate effectively orally and in writing with various audiences.

Establish and maintain effective working relationships with those contacted in the course of work.

**Experience and Training Guidelines**

*Minimum Requirements:*

**Experience:**

High school diploma or GED; (1) year of facilities maintenance experience, (3) years of custodial experience, including (1) one year of lead or supervisory experience.

Other combinations of experience and education that meet the minimum requirements may be substituted.

**License or Certificate**

Possession of, or ability to obtain, a valid Colorado driver’s license.

City of Grand Junction Leadership Track certification within two (2) years of appointment.

**WORKING CONDITIONS**

**Environmental Conditions:**

The job is performed in the following working environment:

Field environment.

Local travel.

The following condition(s) may be present on a continuing basis:

Atmospheric conditions (fumes, odors, dusts, gases, poor ventilation)

Hazardous materials (chemicals, blood and other body fluids, etc.)

**Physical Conditions:**

The job is characterized by:

**Medium Work:** Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

The following activities are very or extremely important in accomplishing the job's purpose and/or performed daily:

While performing the duties of this job, the employee is regularly required to see, stand, walk, kneel, stoop, squat, pull, push, climb and demonstrate manual dexterity. The employee is required to lift up to 20 pounds on a regular basis and 50 pounds occasionally.