

City of Dallas
Classification Specification

Title:	Lead Custodian	Class Code:	50406
Application	Career Series	Pay Grade:	C
Supplemental/Code	Semi-skilled & Unskilled Labor /9	Established:	10/01/94
FLSA Status	Non-exempt	Revised:	10/01/14

Position Purpose

Intermediate-level position that performs routine cleaning and leads, coordinates, and inspects the activities of custodial personnel to ensure facilities and buildings are cleaned properly and effective cost containment measures are employed.

Essential Functions:

1. Coordinates and assigns the activities of custodial personnel and contract personnel to maintain a clean environment for tenants and the public.
2. Coordinates personnel and equipment needed for installation, set-up or breakdown of various events and/or special programs to provide efficient service and ensure work is completed on schedule.
3. Inspects and monitors routine work of City employees and contract custodial services engaged in building and facilities cleaning/setting-up of events to ensure work is performed as specified in contracts or in accordance with City job standards.
4. Transports equipment and supplies to work sites to supply crews with necessary equipment to perform the assigned work.
5. Prepares work orders, tabulation reports, and building inspection forms to maintain accurate records of work done, monies collected, and inspections conducted.
6. Conducts on-the-job training and safety meetings to train custodial personnel in proper cleaning techniques.
7. Discusses contract employees' performance and problems with contractors.
8. Cleans facilities and sets-up/breakdowns for various events.
9. Regular, reliable and punctual attendance is an essential function of the job.

Knowledge, Skills and Abilities Required to Perform Work

Knowledge of use and care of equipment used in the custodial trade.

Knowledge of various custodial cleaning methods.

Ability to coordinate the work of others.

Ability to complete written report forms.

Ability to conduct training for others.

Ability to follow oral and written instructions.

Ability to establish and maintain an effective working relationship with all levels of management, city officials, vendors, other government agencies, other employees and the general public.

May have to drive a vehicle on public thoroughfares.

Working Conditions and Hazards

Physically able to perform custodial work for extended periods of time. Requires lifting, carrying, holding, pulling, pushing, kneeling, bending, constant walking, and reaching. Exposed to extreme heat, cold, fumes, odors, dust, mites, mechanical and chemical hazards.

The above statements are intended to describe the general nature and level of work performed by personnel assigned to this classification and is not necessarily an exhaustive list of all responsibilities, duties and skills required.