

# **CITY OF REDWOOD CITY LEAD MAINTENANCE CUSTODIAN**

## **DEFINITION**

To perform a variety of tasks related to the care, upkeep, and cleaning of assigned buildings and facilities; to assist in the supervision of Maintenance Custodians and part-time personnel; and to operate a wide variety of custodial equipment.

## **SUPERVISION RECEIVED AND EXERCISED**

General supervision is provided by the Parks & Facilities Supervisor.

Responsibilities include supervision of Maintenance Custodians and part-time personnel.

## **EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

1. Sweep, vacuum, shampoo, mop, wax, strip, and polish floors.
2. Dust and polish furniture, woodwork, fixtures, and equipment.
3. Wash windows, walls, ceilings, and doors.
4. Clean desks and countertops.
5. Empty and clean waste receptacles.
6. Clean and maintain supplies in restrooms.
7. Move and arrange furniture and equipment.
8. Replace lights and adjust shades and blinds.
9. Regulate ventilation and temperature.
10. Lock and unlock doors; turn lights and machines on and off; set alarms.
11. Pick up papers and other debris.
12. Maintain custodial supplies and equipment.
13. May perform or assist in performing minor and/or basic carpentry, electrical, plumbing and building maintenance work.
14. Operate light duty equipment and machinery.

**CITY OF REDWOOD CITY**  
**LEAD MAINTENANCE CUSTODIAN (Continued)**

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15. Raise and lower flag.
16. Supervise and train less experienced personnel.
17. Direct, and oversee the work of others.

**OTHER JOB RELATED DUTIES**

1. Perform related duties and responsibilities, as required.

**JOB RELATED QUALIFICATIONS**

**Knowledge of:**

Methods, materials, and equipment used in custodial work.

Safe work practices.

Procedures for requisitions and purchasing necessary materials and supplies.

Proper and effective use of chemicals and cleaning solutions.

Basic methods, materials, tools and equipment used in minor building maintenance.

Basic carpentry, electrical and plumbing techniques.

Basic supervisory techniques.

**Ability to:**

Organize and implement day-to-day work activities.

Understand and carry out both oral and written instructions in an independent manner.

Assist and train less experienced personnel.

Clean and care for assigned areas and equipment.

Use a variety of custodial equipment and materials.

Mix chemicals and cleaning solutions.

Perform semi-skilled tasks in the maintenance of buildings and related facilities.

Deal with the public in a positive manner.

**CITY OF REDWOOD CITY**  
**LEAD MAINTENANCE CUSTODIAN (Continued)**

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Communicate clearly and concisely, both orally and in writing.

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

**Skill to:**

Operate a motor vehicle safely.

Operate a variety of custodial equipment safely.

**Experience and Training Guidelines:**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Two years experience performing increasingly responsible duties in maintenance custodial work.

**Training:**

Equivalent to the completion of the twelfth grade.

**License or Certificate:**

Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical abilities and work environment:*

Ability to sit, stand, walk, kneel, crouch, squat, stoop, reach, crawl, twist, climb ladders, move furniture and equipment and lift 50 lbs.; exposure to confining work space, electrical hazards, chemicals, dust and mechanical hazards.

**CITY OF REDWOOD CITY  
LEAD MAINTENANCE CUSTODIAN (Continued)**

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**ADA  
DOCUMENTATION OF ESSENTIAL DUTIES**

1. SDE
2. SDE
3. OWNE
4. MDE
5. ODE
6. ODE
7. MDE
8. ODE
9. ODE
10. ODE
11. ODE
12. SDE
13. SDE
14. ODNE
15. SDE
16. SDE
17. SDE

**DOCUMENTATION SCALES AND CODES  
FOR ESSENTIAL DUTIES**

**Time Spent:**

<b>S</b>	Significant	10% of day, week, or month
<b>M</b>	Moderate	5-9%
<b>O</b>	Occasional	Less than 5%

**Frequency:**

<b>D</b>	Daily
<b>W</b>	Weekly
<b>M</b>	Monthly
<b>A</b>	As needed

**Supervisor/Manager Review:**

<b>E</b>	Major focus of job/position
<b>NE</b>	Minor (can easily be assigned to another position)

**Effective Date:** February, 1994

**Bargaining Group:** Service Employees' International Union - Local 715