



# City of Tempe

## CUSTODIAN TEAM LEADER

### JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	073	<i>FLSA Status:</i>	Non-Exempt
<i>Department:</i>	Internal Services	<i>Salary / Hourly Minimum:</i>	\$16.033654
<i>Supervision Level:</i>	Non-Supervisor	<i>Salary / Hourly Maximum:</i>	\$21.645192
<i>Employee Group:</i>	NSU	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Custodian
<i>Drug Screen / Physical:</i>	Y		<i>EEO4 Group:</i> Service Maintenance

### DISTINGUISHING CHARACTERISTICS

### REPORTING RELATIONSHIPS

Receives general supervision from the Custodial Supervisor or from other supervisory or management staff.

Exercises functional supervision over Custodial staff.

### MINIMUM QUALIFICATIONS

<i>Experience:</i>	One year of experience in custodial work. Other combinations of experience and education which meet the minimum requirements may be substituted.
<i>Education:</i>	Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance. Training or required to obtain within six months on utilization of and safety procedures for aerial lift equipment.
<i>License / Certification:</i>	<ul style="list-style-type: none"> <li>● Must possess and maintain a valid driver's license.</li> <li>● Possession of, or the required to obtain within six months of hire a Certificate of Completion for all modules of the Professional Custodial Basic and Advanced training programs.</li> </ul>
<i>Additional:</i>	Must pass police polygraph. All non-current custodial staff must also pass a police background examination.

### ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a full range of custodial duties related to the care, cleaning, and minor maintenance of assigned buildings and facilities. The responsibility of cleaning equipment and supplies used by Custodian workers, assisting with the training of proper cleaning methods of the Custodian workers and greater knowledge in the use of all custodial cleaning equipment differentiates this classification from the Custodian worker.

## OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Inspects equipment for proper working condition and records the information into a computer database.
- Maintains records for equipment assignments and accounts for tools and implements used.
- Improve customer service by processing work orders or giving status updates so customers know when the work order will be completed
- Instructs crew in proper cleaning methods and demonstrates the proper use of equipment.
- Participates in the evaluation of and/or the acceptance of new cleaning products and equipment.
- Assists in the training of new employees and provide feedback to the supervisors.
- Works special events as required.
- Reports and complete paperwork for industrial accidents.
- Cleans high elevation windows, high bay areas requiring the use of an Aerial Lift Equipment.
- Promotes workplace safety awareness and understanding of potential workplace hazards and assists with the necessary training to avoid such hazards; participate in safety initiatives.
- Cleans, sanitizes and deodorizes jail cells and restroom facilities and fixtures including sinks, urinals and toilets; cleans and sanitizes showers as assigned; maintain fixtures and replenish supplies in restroom.
- Sweeps, vacuums, mops, waxes, strips, and polishes floors using a variety of chemicals, cleansers and equipment; vacuum and shampoo carpets and upholstered furniture.
- Dusts and polishes furniture, woodwork, fixtures, and equipment; wash windows, mirrors, walls and ceilings.
- Empties, cleans and sanitizes ashtrays and waste receptacles.
- Moves and arranges furniture and equipment and set-up rooms for meetings and special functions.
- Performs minor building maintenance such as replacing light bulbs, fluorescent tubes in outside entryways and ceiling tiles.
- Maintains custodial equipment in proper working condition.

- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality seamless customer service.
- May conduct the following tasks as needed time and attendance records; reassign job duties; complete work orders; order and stock supplies; update MSDS sheets and job hazard assessments
- Operates a variety of office equipment including a computer and will work with various computer programs such as Outlook Calendar, Word, Excel and a computerized work order system.
- Performs related duties as assigned.
- Physically present to perform the duties of the position.

### PHYSICAL DEMANDS AND WORK ENVIRONMENT

- Pending

### COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

*For more information about the City of Tempe's competencies for all classifications:*

[City of Tempe, AZ : Competencies](#)

### JOB DESCRIPTION HISTORY

*Effective April 2007*

*Revised June 2007 (update training section)*