



Lead Custodian – Airport

Class code: 466

Employee Group: SEIU

Salary Range: 11

I. Position Summary

Under general supervision, to serve as a lead person to other custodial staff; perform a variety of tasks involving skilled custodial and maintenance work in the janitorial care of Airport facilities, equipment; and to perform related work as required.

II. Distinguishing Features

This is the advanced journey level classification in the Custodian – Airport series. This class is distinguished from the journey level in the responsibility to serve as a lead worker and exercise technical and functional supervision over lower level positions as well as in the greater complexity of the work performed. Employees work within a framework of standard policies and procedures. Incumbents work under general supervision of a supervisor but often do not work in proximity to his/her supervisor. Incumbents are expected to be able to perform the full range of assigned duties in a fully proficient manner under a relatively short period of time. Incumbents possess a significant level of technical and functional expertise beyond that expected at the journey level.

III. Examples of Essential Position Duties

- Serves as a lead person and exercises technical and functional supervision over lower level positions.
- Monitors performance and behavior and reports work progress, challenges, incidents and accidents, and employee conduct and performance to the appropriate supervisor.
- Communicates supervisor's expectations to staff regarding work practices and procedures, safety, and compliance with County policy.
- Set an example to staff in following County and department policies and in maintaining a positive working relationship with co-workers, managers, and County leadership.
- Evaluates work procedures and processes and ensures that safe work practices are being followed by staff under his/her lead. Follows all safety policies and procedures and may hold safety meetings with staff.
- Provides input to managers for annual employee evaluations regarding employee performance.
- Recommends improvements and repairs to be made and identifies specific materials and amounts required.
- Trains custodial staff on applicable work practices, equipment usage and safety training.
- Monitors supplies and stocks locations and maintains inventory.
- Dusts, cleans and polishes furniture, doors, windows, partitions, woodwork and other related surfaces. Cleans light fixtures, replaces filters, washes windows, and changes lamps.
- Sweeps, mops, vacuums, scrubs, waxes, polishes floors, and shampoos carpets.
- Disposes of trash and recyclable materials.
- Operates power cleaning equipment such as buffer, sweeper, and steam cleaning equipment.
- Cleans and sanitizes restrooms and fixtures.
- May pick up and deliver equipment, parts and other miscellaneous items.
- Performs some limited routine maintenance to equipment, buildings, and fixtures.

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- Direct visitors to appropriate location.
- Identifies possible breaches of regulations and/or procedures and responds as directed.
- Prepares accurate activity shift logs.
- Maintains good rapport with the public, Airport tenants and other agencies.
- May work a variety of shifts and schedules, including nights, holidays and weekends.
- Adheres to County and departmental policies and procedures as well as safe work practices, policies and procedures.
- Develops and maintains effective working relationships with other staff, public officials, the general public and representatives of other agencies.
- Attends and participates in required trainings.
- Has regular and reliable attendance.
- Overtime may be required.
- Performs other related duties as assigned.

IV. Knowledge, Skills and Abilities

Position requires a knowledge and use of skills and abilities related to leading staff, including the ability to build a cohesive team to accomplish goals, listen to input provided by staff members, and respond appropriately, and communicate information in ways that build trust and support. Position requires the ability to plan, schedule and oversee work assignments, provide effective leadership and oversight of other staff members. Position requires a knowledge of cleaning methods and procedures; knowledge of cleaning materials, chemicals, and solvents; knowledge of the care and maintenance of cleaning equipment. Ability to operate power cleaning equipment; understand and follow simple oral and written directions as well as established procedures for cleaning, sanitation, safety and security; prioritize changes and work well under pressure; estimate time and materials and manage time efficiently; keep detailed, legible and accurate records; read and understand airline schedules, building floor plans, and department communications; communicate courteously, professionally and effectively with tenants and the general public. ; use independent judgment in performing routine and non-routine tasks.

V. Minimum Requirements *(Performance of the essential duties of this position includes the following requirements, physical demands and/or working conditions)*

Education and Experience

A combination of education and experience equivalent to the completion of the twelfth grade AND two years of custodial experience AND one year additional experience involving heavy public contact AND must be at least 18 years of age.

Licenses, Certificates and Other

Valid driver's license and a good driving record. Must pass an in-depth background check investigation and a security threat assessment.

Physical Demands *(Performance of the essential duties of this position includes the following physical demands and/or working conditions)*

Tasks involve frequent walking, standing, pushing, pulling, bending, reaching and climbing as well as lifting and carrying objects of moderate to heavy weight and varying size and shape, sometimes overhead; perform strenuous or heavy manual work; minimal dexterity in the use of fingers, limbs or body in the operation of communications equipment. Tasks may require exposure to adverse

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environmental conditions such as heat, cold, wetness, dust, strong odors, strong and/or toxic chemicals, dust, noise and vehicular exhaust fumes.

Working Environments

Incumbents are exposed to adverse weather, including extreme temperatures, rain, snow, sleet and hail. Incumbents are also exposed to dangerous or unpleasant conditions and substances, including noise, dust, hot oil, asphalt, chemicals, paint and traffic hazards. May include exposure to disruptive people.

VI. Additional Information

This classification description is not intended to be an exhaustive list of duties, knowledge, skills, abilities, or requirements, as any one position in this classification may be assigned some or all of these duties, in addition to other duties not explicitly listed here. The various duties, responsibilities and/or assignments of this position may be unevenly balanced and change from time to time based upon matters such as, but not limited to, variations in the shift, work demands, seasons, service levels and management's decisions on how to best allocate department resources. Any shift, emphasis or rebalancing of these assigned duties, responsibilities and/or assignments does not constitute a change in the job classification.

Adopted: 10/17