

HIGHLANDS COUNTY BOARD OF COUNTY COMMISSIONERS

**Does not Discriminate on the Basis of Race, Color, National Origin, Sex, Religion, Age,
or Disability in Employment or the Provision of Services.**

*We are proud to be a drug free workplace. Screening tests for illegal drug use may be required as a condition of
employment.*

Date: 10/25/2018 **Department:** Facilities (2672/1031B)
Title/(Status)/Job Code: Lead Custodian (1074) **Reports To:** Custodial Supervisor
Pay Grade/Salary Range: PG – 102 \$21,017.73 - \$32,577.48 **Closing Date:** Until Filled

Completed applications for employment with Highlands County may be submitted in one of two ways: 1) a printed job application submitted to our Human Resources department located at 600 S. Commerce Ave, Room B233, Sebring, FL 33870 (either in person or by mail; or 2) fax a printed application to 863-402-6508. Any qualified employee of the Board (see job description below for MINIMUM QUALIFICATIONS) may request consideration for this position by submitting to Human Resources an approved Bid form. Employee bids and applications for this position may not be received after five o'clock (5) p.m. on the closing date stated above without the specific permission of Human Resources.

GENERAL DESCRIPTION:

A laborer position responsible for moderately heavy and detailed work performing housekeeping and other light maintenance tasks for County Buildings and property. The individual filling this position should be assertive and detail-oriented. This position acts as a Lead Worker.

ESSENTIAL JOB FUNCTIONS:

The following statements describe the principal functions of the job and its scope of responsibility but should not be considered an all-inclusive list of work requirements. Individuals may perform other duties as assigned.

- Scrubs, mops, waxes, and polishes exposed floors.
- Vacuums, cleans, and sweeps carpeted areas.
- Dusts and polishes furniture.
- Washes windows, woodwork, paneling, toilets, wash basins, and other fixtures in buildings.
- Restocks paper and liquid products in bathrooms, kitchens, and other designated areas.
- Changes towels, toilet paper, and soap in washrooms or other designated work areas.
- Sweeps and generally cleans sidewalks and other outside areas near buildings.
- Removes trash and other obstructions from buildings, sidewalks, driveways, and parking areas.
- Replaces burned-out light bulbs.
- Assists in making minor repairs to buildings and equipment.
- Moves office furniture and equipment to new locations as needed.
- Operates motor vehicles to transport materials and personnel.
- Supervises fellow Custodians assigned to team.
- Maintains a professional and safe unit and work area adhering to established safety policies and the image desired for the organization.
- Follows consistently the Board policies and procedures.
- Responds productively to change and performs all other related tasks as directed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of materials, methods and equipment required in the performance of janitorial work.
- Skill in the operation of hand tools, buffers, vacuums and other mechanical equipment.
- Skill in directing and supervising subordinates.
- Ability to understand and communicate oral and written instructions.
- Ability to function efficiently without supervision.
- Sufficient agility to safely perform a variety of custodial tasks.
- Ability to maintain effective working relationships with co-workers, supervisors, managers, directors, Elected Officials, vendors, and the general public.

PHYSICAL SKILLS:

Must be able to remain in a stationary position for 10% of the time. Frequently operates various types of janitorial equipment to include, but not limited to brooms, mops, and vacuums. Must be able to frequently position self to work under or around various items to perform custodial tasks. Constantly inspects and assesses equipment, buildings and materials to complete daily tasks. Frequently ascends/descends stairs, ladders and scaffolding. Frequently moves materials and office equipment weighing up to 40 lbs. Frequently communicates with the public, vendors, and co-workers. Must be able to exchange accurate information in these situations. Frequently works in outdoor weather conditions. May be required to work in inclement outdoor weather conditions for up to (4) four hours. Frequently operates motor vehicle for up to four (4) hours. Constantly inspects and assesses equipment, buildings and materials to complete daily tasks.

MINIMUM QUALIFICATIONS:

1. EDUCATION AND EXPERIENCE:

A minimum of three (3) years of experience in commercial custodial work.

2. LICENSES, CERTIFICATIONS, OR REGISTRATIONS:

Must possess and maintain a valid Florida Driver's License.

Completion of Supervisory and Customer Service Training required upon completion of probationary period.

3. OTHER JOB-RELATED REQUIREMENTS:

Disaster Essential.