

SENIOR CUSTODIAN

DEFINITION: Under general supervision, performs duties of a working supervisor in the oversight of custodial crew in the performance of cleaning buildings, facilities, properties; work schedule includes working during daytime and evening; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Performs custodial work and assists custodial in the daily review of custodial crew including the review and monitoring of work progress and inspects for thorough and quality completion of work; supervises and assists staff with custodial duties; performs the more complex tasks; prioritizes multiple assigned projects; assigns and reviews work progress and inspects upon completion; ensures that work meets consistency and quality of work required; prioritizes and reassigns workers to ensure timely completion of work; ensures custodial crew adhere to safety, health and environmental protection regulations and infection control standards; trains staff on utilization of equipment, chemicals and cleaning supplies; maintains inventory control of all custodial supplies, equipment and services; assists with budget proposal development; monitors budget expenditures; monitors budget expenditures.

Prepares and maintains activity records and reports; interviews and hires custodial personnel; prepares various personnel action forms; conducts employee performance appraisals; trains staff in the safe and proper use of equipment; provides and enforces safety and health regulations and procedures; ensures staff maintain required certification; maintains certified vendor lists; researches and remains current on supply information; receives and responds to telephone inquiries and all correspondence relations to custodial duties; plans and directs in-service training; develops routine cleaning and maintenance schedules; loads and hauls trash; picks up, loads and delivers supplies; maintains awareness of personnel in and around building; secures building; updates operational policies and procedures in accordance with applicable environmental and management practices.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- Knowledge of federal, state, tribal laws, rules, regulations and guidelines related to custodial operations.
- Knowledge of occupational safety and health regulations and guidelines.
- Knowledge of standard cleaning procedures, chemicals, products and equipment.
- Knowledge of custodial equipment preventative maintenance and repair.
- Knowledge of environmental protection regulations and guidelines.
- Knowledge of supervisory methods and practices.
- Knowledge of custodial methods, practices and procedures.
- Skill in prioritizing, coordinating, scheduling, assigning, reviewing and evaluating work.
- Skill in maintaining a clean safe working environment.
- Skill in utilizing health, safety and environmental policies, practice and procedures.
- Skill in loading, storing, delivering, maintaining and securing custodial supplies and equipment.
- Skill in following verbal and written communication in development of in-service training, reports and instructions.
- Skill in safely utilizing and instructing others in the use of chemicals, cleaning materials and supplies.
- Skill in using customer service techniques when responding to inquiries and complaints.
- Skill in establishing and maintaining effective working relationships.

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PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires long hours with exposure to loud noises, chemicals, toxic fumes, air/waterborne pathogens; custodial cleaning equipment during performance of cleaning buildings and facilities; there is frequent need to stand, stoop, walk, sit, climb step stools/ladders and lifting equipment, materials, cleaning supplies weighing up to 50 lbs.

MINIMUM QUALIFICATIONS:

- A high school diploma/GED; and two (2) years of responsible custodial experience; or an equivalent combination of education and experience.

Special Requirements:

- Favorable background investigation.
- Possess a valid state driver's license.
- Possess personal transportation and valid vehicle insurance.
- Possess current First Aid Certificate and Cardiopulmonary Resuscitation (CPR) Certificate.

PREFERRED QUALIFICATIONS:

- Two (2) years of experience in custodial building maintenance or related work.
- Completion of a workplace Haz Mat.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire; successful completion of 10-hour Asbestos and 10-hour OSHA General Industry training within six (6) months of date of hire; and must pass an annual physical examination.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.