

**Wright State University**  
**BARGAINING UNIT JOB SPECIFICATION**  
***Custodial Services Worker, Lead***

**I. JOB INFORMATION**

**Job Title: Custodial Services Worker, Lead**

**Job Class: 75056 FLSA Status: Non-Exempt Bargaining Unit: TM**

**II. JOB SUMMARY**

Under general direction, performs various cleaning functions in accordance with standard techniques and procedures. Provides leadership to Custodial Services staff.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Provides clear communication and work direction to employees and ensures the quality of custodial work performed. Provides leadership to employees regarding chemical and restroom supply inventory, equipment conditions and the custodial laundry. Advises supervisor as necessary.
- Assists the supervisor in the training of new employees in proper custodial ~~methods~~ processes and procedures.
- Assists supervisor with monitoring work order system in opening, assigning and closing work orders. Completes daily reports and all required paperwork in absence of supervisor.
- Performs all general cleaning duties in assigned areas within established guidelines to provide a clean, sanitary environment. Cleans entranceways, restrooms, lobbies, lounge areas, dining areas, classrooms, labs, conference and meeting areas, office areas and stairwells and elevators. Duties include: trash removal--both recycling and waste; dust mops; sweeps and wet mops floors; vacuums and spot cleans carpets; cleans glass; whiteboards and chalk boards; replenishes chalk, markers and erasers; spot cleans walls, fixtures and ledges; dusts and damp wipes; ladder work up to eight (8) feet.
- Performs daily cleaning and sanitizing of restrooms, to include trash removal, cleaning of toilets, urinals, sinks, chrome fixtures, exposed plumbing pipes, door handles and kick plates, walls, partitions and mirrors. Replenishes restroom supplies. Kivacs restrooms as needed.
- Dust mops, cleans and buffs/burnishes floors; strips, refinishes, scrubs and/or recoats floors; machine scrubs floors according to floor maintenance schedules. Operates various types of equipment used for floor maintenance and emergencies such as automatic scrubbers, rotos, wet/dry vacuums, burnishers, vacuums, sweepers, pressure wash equipment, carpet extractors and kiavacs. Moves and replaces furniture as needed. Provides daily preventative equipment maintenance.

- May be required to perform custodial duties to the immediate exterior of the entrance to assigned buildings.
- Ensures that the use of chemicals and equipment is consistent with established safety standards and practices. Orders and maintains supplies. Coordinates with other workers as needed to complete custodial work within the overall scope of multi-trade projects.
- May be required to plunge obstructed toilets. Reports the inability to clear obstructions to appropriate personnel. Reports all visible maintenance issues needing repair to supervisor, Customer Service Center or enter work order in CMMS software.

*Note: This is not an inclusive list of duties and responsibilities.*

#### **IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES**

Two years of full-time related work experience as an educational, commercial, industrial or medical custodial worker with leadership skill is required. Must be able to read, write and comprehend common vocabulary.

#### **V. WORKING CONDITIONS**

Conditions may require walking, stooping, climbing, pushing, pulling, heavy lifting (less than or equal to 65 pounds), use of eight (8) foot ladder, bending, working in awkward positions handling equipment and materials. There are conditions, equipment and materials present which require proper handling to ensure safety. Employees will be required to wear protective clothing and/or respiratory equipment when conditions warrant. Note: If a respirator is required for duties specific to this job, an annual respirator fit test and physical examination will be required. Any combination of overtime, shift work, weekend and holiday work may be required.

#### **VI. WSU TESTING/EXAMINATIONS REQUIRED**

A pre-employment physical examination may be required before original appointment. An annual physical exam may be required.

#### **VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

- Must currently have possessed a valid U.S. driver's license for at least one year\*.

\*Employees who operate University vehicles, or as a condition of employment, whose jobs require that they operate University vehicles, or that they operate their personal vehicles on University business, are subject to Wright Way Policy #2601, and must consistently meet the requirements of Risk Management for employees who drive under these circumstances.

*This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.*