

Wright State University
BARGAINING UNIT JOB SPECIFICATION
Custodial Floor Care Technician Lead (CFCTL)

I. JOB INFORMATION

Job Title: Custodial Floor Care Technician Lead (CFCTL)

Job Class: 75086 FLSA Status: Non-Exempt Bargaining Unit: TM

II. JOB SUMMARY

Under general direction, performs various floor maintenance functions in accordance with standard techniques and procedures. Provides leadership to Custodial Floor Care staffs.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- **Operates various types of equipment used for floor care maintenance such as automatic scrubbers, floor machines, wet/dry vacuums, burnishers, vacuums, sweepers, pressure wash equipment and carpet extractors. Provides daily preventive equipment maintenance on all equipment used.**
- **Dust mops, cleans and burnishes floors; strips, refinishes, scrubs and/or recoats floors; machine scrubs floors according to floor maintenance schedules.**
- **Provides work direction to employees and ensures the quality and completion of floor work. Provides leadership to employees regarding chemical, supply and equipment condition, cleaning tools, custodial laundry and the proper use of portable radio equipment. May be required to adjust alignment of squeeze blade, replacement of squeeze blade, hose replacement, and clearing of clogged hoses. Tags equipment for major repairs, and advises supervisor.**
- **Assists the supervisor in the training of new employees in proper floor care methods and procedures.**
- **Prioritize and coordinate with other workers as needed to complete floor care work within the overall scope of multi-trade projects.**
- **Assists supervisor with inventory, ordering supplies and ensures the use of chemicals and equipment is consistent with established safety standards and practices.**
- **Cleans entranceways, restrooms, lobbies, lounge areas, dining areas, classrooms, labs, conference and meeting areas, office areas and stairwells. Duties include trash removal--both recycling and waste, dust mopping, sweeping and wet mopping floors; vacuuming and spot cleaning carpets; cleaning of glass, whiteboards and chalk boards; replenishes chalk, markers and erasers; spot cleans walls, fixtures**

and ledges; dusts and damp wipes. May be required to perform general custodial duties to immediate exterior of the entrance to assigned buildings.

- **May be required to plunge obstructed toilets. Reports the inability to clear obstructions to appropriate personnel.**

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

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

Three years of full-time related work experience as an educational, commercial, industrial or medical custodial floor care worker with specific floor care experience and demonstrated leadership skills required. Must be able to read, write and comprehend common vocabulary. 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), high climbing, bending, working in awkward positions handling equipment and materials. 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.

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.