GENESEE COUNTY

HEAD CUSTODIAL WORKER (HELP Program)

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for maintaining public buildings in a clean conditioned and insuring that minor maintenance needs are attended to. The employee has the responsibility of planning the manner and priority in which tasks are to be performed, and in assigning personnel to achieve these goals. The work is performed under general supervision, with wide leeway allowed for carrying out the details of the work. Supervision is exercised over all custodial/maintenance personnel. Does related work, as required.

TYPICAL WORK ACTIVITIES:

Plans, organizes, assigns, and participates in cleaning activities;
Inspects buildings to ensure that proper work standards are being maintained;
Reviews and evaluates the work of custodial/maintenance personnel;
Oversees and participates in the operation and minor maintenance of heating and ventilation distribution systems, including oil or gas-fired low pressure heating systems;
Reports to proper officials any maintenance and repair problems which cannot be handled by the custodial personnel;
Suggests and implements procedural changes for increasing efficiency and for motivating and developing subordinates;
Oversees and participates in upkeep of grounds, including mowing lawns, trimming trees and shrubs, raking leaves, etc.;
Interviews and makes recommendations regarding hiring of custodial/maintenance personnel;
Performs a variety of related work in matters affecting building maintenance and cleaning supplies such as inventory, requisition and distribution of the supplies;
Keeps accurate records and reports such as time sheets, work records, inventory records, etc.;

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND/OR PERSONAL CHARACTERISTICS: Thorough knowledge of equipment, tools, supplies, methods and procedures for cleaning of interior and exterior of buildings; thorough knowledge of equipment, tools, supplies, methods and procedures for care and upkeep of grounds; working knowledge of oil or gas-fired low pressure steam broiler heating equipment, and of ventilating, plumbing and electrical systems; ability to perform basic carpentry tasks and make minor mechanical repairs; ability to follow, and issue, oral and written directions; ability to operate a motor vehicle; ability to plan and supervise the work of others; thoroughness; resourcefulness; dependability; good judgment.

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee constantly is required to stand; walk; bend; climb; reach with hands and arms; perform repetitive motions; and talk and hear.

The employee must occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works inside and may occasionally work outside performing assigned tasks.

The noise level in the work environment is usually moderate.

MINIMUM QUALIFICATIONS:
Four years of full-time, paid experience in cleaning and minor maintenance activities, relating to large buildings, including one year of supervisory experience.

Special Requirements for Appointment: Successful completion of a background investigation may be required prior to appointment.

Non-Competitive Class
Adopted 7/22/26
Revised 8/19/26

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.