



City of Tempe

PARKS CUSTODIAN TEAM LEADER

JOB CLASSIFICATION INFORMATION			
<i>Job Code:</i>	612	<i>Department:</i>	Community Services
<i>Supervision Level:</i>	Non-Supervisor	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Custodian
<i>Safety Sensitive / Drug Screen:</i>	Yes	<i>Physical:</i>	Yes
Click here for more job classification information including current salary range.			

REPORTING RELATIONSHIPS
Receives general supervision from the Custodial Supervisor or from other supervisory or management staff. Exercises functional supervision over Custodial staff.

MINIMUM QUALIFICATIONS	
<i>Experience:</i>	Two (2) years of experience in custodial work. Other combinations of experience and education which meet the minimum requirements may be substituted.
<i>Education:</i>	Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.
<i>License / Certification:</i>	<ul style="list-style-type: none"> ● Possession of a valid driver’s license. ● Possession of, or required to obtain within six (6) months of hire a Certificate of Completion for all modules of the Professional Custodial Basic training programs.
<i>Additional:</i>	Must complete all required Risk Management safety training within six (6) months of hire.

ESSENTIAL JOB FUNCTIONS
Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.
To actively support and uphold the City’s stated mission and values. To perform a full range of custodial duties related to the care, cleaning, and minor maintenance of assigned buildings and facilities. Responsible for maintaining cleaning equipment, supply inventory and purchasing tools and supplies used by Custodian workers. Provide training to Custodian workers and contractors for proper cleaning methods and safe practices. The greater knowledge in the use of all custodial cleaning equipment, chemical safety, OSHA cleaning protocols and advanced cleaning procedures differentiates this classification from the Custodian worker.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

- Inspects equipment for proper working condition and records the information into a computer database.
- Maintains records for equipment assignments and accounts for tools and implements used.
- Improve customer service by utilizing work order and/or reporting systems and processing work orders or giving status updates so customers know when the work order will be completed.
- Instructs crew in proper cleaning methods and demonstrates the proper use of equipment.
- Participates in the evaluation of and/or the acceptance of new cleaning products and equipment.
- Assists in the training of new employees and provide feedback to the supervisors.
- Works special events as required and provides leadership and support to temporary and contract staff during the event/s
- Leads contract employees and provides direction to contractors assigned to porter facilities and restrooms
- Reports and completes paperwork for industrial accidents and/or property damage.
- Cleans high elevation ceilings and walls which may require the use of a ladder
- Promotes workplace safety awareness and understanding of potential workplace hazards and assists with the necessary training to avoid such hazards; participate in safety initiatives.
- Cleans, sanitizes and deodorizes Parks and Golf restroom facilities and fixtures including sinks, urinals toilets, and drinking fountains; maintain fixtures and replenish supplies in restrooms.
- Sweeps, blows, hoses down, mops, scrubs, and sanitizes floors using a variety of chemicals, cleansers and equipment
- Dusts and polishes stainless steel, fixtures, dispensers, and mirrors.
- Empties, cleans and sanitizes waste receptacles.
- Cleans sanitizes and organizes chase rooms and storage rooms
- Performs minor building maintenance such as unclogging toilets and urinals, painting, replacing dispensers and receptacles, replacing fluorescent light tubes, and other minor maintenance tasks as assigned
- Maintains custodial equipment in proper working condition.
- Maintains inventory of tools and supplies and procure as needed using City of Tempe issued procurement card Communicates with contract vendors and supply house representatives
- Conduct time and attendance records; reassign job duties; complete work orders; update SDS sheets and job hazard assessments.
- Performs related duties as assigned.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision
<p><i>For more information about the City of Tempe's competencies for all classifications:</i> City of Tempe, AZ : Competencies</p>		

JOB DESCRIPTION HISTORY
<p><i>Effective December 2022</i> <i>September 2024 updated certification requirements to basic only</i></p>