

## LEAD CUSTODIAN

### JOB DESCRIPTION

**Classification Responsibilities:** A Lead Custodian is responsible for providing lead supervision and performing duties that involve the care and cleaning of the Mesa Arts Center (MAC) buildings and grounds, and minor maintenance work. Lead responsibilities include: giving and receiving instructions; inspecting interior and exterior of buildings and grounds; prioritizing, scheduling, and performing specific cleaning and/or basic routine maintenance as necessary; monitoring custodial equipment and supplies, and ordering replenishment; maintaining table and chair inventory; meeting with events coordinator to review upcoming events; event setup coordination; maintaining Material Safety Data Sheets (MSDS); providing budget input; determining the number of part-time contracted workers needed, and make arrangements for contracted help; performing performance reviews; and performing related duties as required.

**Distinguishing Features:** Working conditions include: standing for long periods of time; dealing calmly with angry people; performing unpleasant custodial tasks (example: clean-up or repair of toilet and sewer backups); lifting and moving objects up to 40 pounds for distances of up to 100 feet; working at heights of up to 80 feet or in small spaces; and working with chemicals. This class is supervised by a Mesa Arts Center Facilities Supervisor, who reviews work through meetings, reports, and results achieved. Work is subject to irregular hours (example: evenings, weekends, holidays, and split shifts), sometimes on short notice. This class is FLSA nonexempt.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** Graduation from high school or GED. Any combination of training, education, and experience equivalent to good (1 - 3 years) experience in the general operation of a public assembly facility.

**Special Requirements.** Must possess a valid Arizona Driver's License by hire date.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Bilingual skills and supervisory training and/or experience are desirable.

### ESSENTIAL FUNCTIONS

**Communication:** Communicates with clients, other City employees, contracted labor crews, vendors, contractors, artists, guests, public officials, and the general public in order to respond to questions and requests for service, give directions, answer questions, discuss event setups, explain equipment operation, and enforce safety regulations and City and division policies. Instructs and trains new custodial staff, and part-time labor/custodial crews. Prepares written reports, schedules, instructions,

work orders, and service agreements with clearly organized thoughts, using proper sentence structure, punctuation, and grammar.

**Manual/Physical:** Reviews the work of others in order to ensure compliance with standard safety and operating procedures, federal regulations (Occupational Safety and Health Act [OSHA]) and state regulations. Inspects, monitors, and/or evaluates work-related conditions to determine compliance with prescribed operating, safety, or other guidelines. Uses common hand tools, such as a hammer, saw, and screwdriver to conduct basic routine maintenance as required. Operates a variety of standard office equipment. Enters data or information into a personal computer (PC). Prepares schedules. Installs and/or replaces filters, belts, or other objects in order to conduct basic routine maintenance. Performs physical inventories of custodial equipment, tables, and chairs. Moves materials, such as custodial supplies, tables, and chairs from one place to another using hand trucks, flat carts, and other transportation equipment. Moves objects weighing up to 40 pounds for distances of up to 100 feet. Works at elevated levels of height up to 80 feet while cleaning exterior windows and replacing light bulbs. Cleans work area and facility using power driven equipment, such as buffer and floor scrubbers. Works with cleaning fluids and agents, chemicals, pesticides, insecticides, and/or paints using normal, routine, protective equipment. Sets up and removes folding tables, chairs, barricades, traffic cones, portable staging, and cable coverings to facilitate performances, lectures, or other public events. Works in a variety of weather conditions and in small, cramped areas. Oversees and participates in the general cleaning and light maintenance of City buildings and grounds, including theaters, lobbies, rest rooms, hallways, concessions areas, offices, classrooms, art studios, art galleries, and meeting rooms. Operates a motor vehicle (pickup truck and forklift) requiring a standard Arizona Driver's License to move equipment, pick up parts and materials, and move carts of tables, chairs, etc.

**Mental:** Prioritizes and assigns work to full-time staff, part-time staff, contract crews, and prioritizes own work relating to custodial services, minor maintenance, and event setup. Supervises and evaluates the work of subordinate personnel. Applies knowledge of established policies and procedures to respond to client questions and requests for service. Resolves procedural and operational problems, and coordinates work activities with other City departments. Drafts divisional policies and procedures, develops short- and long-term objectives, performs mathematical calculations and statistical computations, and provides input for preparation of section budget. Comprehends and makes inferences from written material. Estimates labor and/or material costs. Learns job-related material through on-the-job training and/or in a classroom setting.

**Knowledge/Skills/Abilities:**

Knowledge of:

Supervisory principles and practices;  
City policies and procedures regarding events;  
general maintenance procedures and equipment;  
customer service principles; and  
theatrical, commercial, and general event layout.

Skill in:

care, light maintenance, and cleaning of buildings and grounds;  
instructing workers to complete tasks;  
providing service to customers;  
using a personal computer for e-mail, simple data record keeping/analysis (spreadsheet), reports, memos, and work orders;  
using graphic instructions such as layouts, setup plan, and other visual aids to illustrate equipment locations for event setup;  
performing routine maintenance, minor repairs, and modifications of equipment and systems;  
preparing estimates of weekly staffing requirements, including the need for contractual personnel; and  
obtaining quotes for approval on facility or equipment repairs and modifications.

Ability to:

routinely schedule, train, and evaluate work performance of subordinate staff and properly complete required personnel and performance appraisal forms;  
work in and foster a team environment to encourage productivity and job satisfaction;  
review work in progress and upon completion; and  
determine items needed to maintain inventory of replacement equipment and supplies then make arrangements for purchase to replenish inventory.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included, does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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JOB FCTN-GEN

INCREMENTS 44-200

PAY GRADE: 43

IND-9015

SWORN-No