

Iowa Department of Administrative Services – Human Resources Enterprise
Job Classification Description

Custodial Leader

Definition

Participates, and leads three or more Custodial Workers, in performing building custodial and sanitation work; performs related work as required.

The work examples and competencies listed below are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

Work Examples

Assists supervisor by performing such duties as instructing employees, answering questions, distributing and balancing the workload, and checking work; may make suggestions on selection, promotions, and reassignments.

Issues cleaning supplies and materials to provide for work assignments and controls usage by requisitioning and overseeing use.

Performs minor repairs to fix and adjust cleaning equipment, furniture, and fixtures; performs general maintenance of equipment, replacement of light bulbs and fluorescent light tubes, and similar tasks.

Identifies and reports maintenance and repair needs to supervisory personnel; observes needs for painting, refinishing and general repair of walls, furniture, fixtures, and equipment.

Competencies Required

Knowledge:

- Customer and Personal Service – Principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Abilities:

- Oral Comprehension – Listen to and understand information and ideas presented through spoken words and sentences.
- Static Strength – Exert maximum muscle force to lift, push, pull, or carry objects.
- Trunk Strength – Use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without ‘giving out’ or fatiguing.
- Extent Flexibility – Bend, stretch, twist, or reach with your body, arms, and/or legs.

Skills:

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Coordination – Adjusting actions in relation to others’ actions.

- Monitoring – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

Minimum Qualification Requirements

Applicants must meet at least one of the following minimum requirements to qualify for positions in this job classification:

- 1) Graduation from high school or HSED (GED) and six months of full-time work experience in commercial building maintenance.
- 2) A total of six months of education and/or full-time experience (as described in number one), where 15 semester hours of accredited post-high school vocational training or course work equals six months of full-time experience.

Effective date: 08/20 KF