

BUILDING AND GROUNDS CREW CHIEF

GRADE 23

FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK:

Performs intermediate semiskilled work overseeing, coordinating and participating in the cleaning and maintenance of buildings, facilities and grounds; does related work as required. Work is performed under general supervision. Supervision is exercised over subordinate personnel. Position is considered essential personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Coordinating, supervising and participating in the custodial maintenance of buildings; coordinating, supervising and participating in general landscaping duties; training custodial staff; ensuring the proper staff and supplies are available.

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

- Plans, schedules, supervises and participates in the work of custodial staff; assigns tasks to custodial and grounds crews.
- Performs custodial duties such as replacing light bulbs; assembles and moves furniture; moves furniture to surplus center.
- Checks security for building prior to closing building; completes time records.
- Manages the General Services Work Release Program; trains trustee during work day, responsible for trustees while under their supervision.
- Conducts regular inspections for maintenance of proper standards in regard to cleanliness and health standards.
- Reports repair needs beyond capability of custodians; prepares work orders and maintains log of work orders.
- Consults with officials in buildings on matters pertaining to custodial services.
- Requisitions cleaning material, supplies and equipment; ensures adequate supply of cleaning materials; maintains assigned budget.
- Evaluates work performance of assigned custodial staff.
- Maintains records and prepares required reports.
- Trains subordinates in all phases of custodial work and grounds keeping work.
- Assists with snow removal and ice control.
- Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge and use of a variety of cleaning materials, supplies and equipment; thorough knowledge about building fixtures and equipment; thorough knowledge of landscaping techniques; ability to express ideas clearly, both orally and in writing; ability to plan, train, and supervise the work of subordinates; ability to establish and maintain effective working relationships with associates.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from high school with extensive experience in custodial and building maintenance work.

PHYSICAL REQUIREMENTS:

This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for color perception, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside environmental conditions, vibration, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.