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## Staff Classification Description – Custodian, Lead (Lead Custodian)

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**Skill Category:** Service/Maintenance  
**Position (Employee) Class:** 7N142 (N1)  
**Grade:** 5  
**Date:** 10/2014

**Department:** As assigned

**Educational & Experience Requirement:** High school graduate or G.E.D. equivalent. Two (2) years experience in institutional, commercial, or industrial cleaning with at least six (6) months in a supervisory capacity. A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

**Nature & Purpose of Position:** Performs custodial and maintenance duties and assists the foreperson in the supervision and coordination of work and utilization of personnel in the assigned area.

**Supervision Given & Received:** Works under general supervision and directly supervises of entry level custodial workers.

**Primary Responsibilities:** Performs and helps in actual custodial work situations. Attends meeting with the supervisor and foreperson at the beginning of each shift to discuss problems, report absences, and make supply requests. Utilizes people to cover areas where absences occur. Checks buildings, coordinates the work and oversees that it is done properly and efficiently. Trains and instructs new employees. Supervises and directs the work of assigned area in cooperation with the foreperson and supervisor. Supervises and helps with the stripping, buffing, and refinishing of floors. Approximately 3 to 4 times a year during "General Cleaning," the incumbent is responsible for supervising and directing this work in assigned area. Performs other related duties as assigned.

**Other Specifications:** Position requires driving and operating a university vehicle; therefore, a valid Texas driver license and driving record acceptable to the university's insurance carrier is required. Vacuum cleaners, floor machines, automatic cleaners, steam cleaners, and shampoo dispensers. Proficiency in all phases of the duties performed. Working conditions involve exposure to disagreeable elements such as dirt, dust, and chemicals. Ability to maintain good working relationship with subordinates and other University employees and students. Uniforms and identification badges are provided by the University according to departmental policy.

**This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.**

**Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.**

**Sam Houston State University is Committed to Equal Opportunity in Employment and Education.**