



REVISED: 07/01/2019  
Submitted: 06/11/2019

JOB TITLE:	LEAD WORKER HOUSEKEEPING SERVICE
DIVISION	OPERATIONS SERVICES
SALARY SCHEDULE/GRADE:	IB, GRADE 9
WORK YEAR:	260 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8591
BARGAINING UNIT:	CLAE

SCOPE OF RESPONSIBILITIES
Uses acquired knowledge and job experience to expedite the best possible use of personnel, equipment, and time available to execute work as directed

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA
Plans and executes the operation of electrical equipment repair shop to provide repair and preventive maintenance for housekeeping equipment
Plans and executes mobile repair operation for onsite repair of housekeeping equipment
Plans and executes the cleaning of bus compound buildings
Plans and executes the safe provision of scaffolds and hydraulic lifts for use in maintaining lighting in gymnasiums, cafeterias, and stairwells
Plans and executes work in providing and operating snow blowers for snow removal
Plans and executes emergency water flooding pick up
Plans and executes work in providing soot-a-matic boiler cleaning equipment
Completes all trainings and other compliance requirements as assigned and by the designated deadline
Performs other duties as assigned by supervisor

PHYSICAL DEMANDS
The work is performed while standing or walking. The work requires the use of hands for simple grasping, pushing and pulling of arm controls and fine manipulations. The work requires the use of feet for repetitive movements. The work at times requires bending, squatting, climbing, reaching, with the ability to lift, carry, push or pull heavy weights. The work requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, driving automotive equipment, and exposure to dust, fumes and gases.

MINIMUM QUALIFICATIONS
High School Diploma or G.E.D.
Three (3) years of experience in grounds maintenance
Knowledge of all phases of grounds maintenance work
Ability to operate all grounds shop equipment
Valid driver's license
Effective communication skills

DESIRABLE QUALIFICATIONS
Ability to assign and perform special jobs
Experience in a diverse workplace