

**CUSTODIAL SERVICES COORDINATOR
(JAMES CITY - WILLIAMSBURG COMMUNITY CENTER)
263**

DEPARTMENT: County Administration/Facilities Management

NATURE OF WORK:

Performs skilled and supervisory work.

Coordinates the performance of procedural duties associated with general housekeeping at the James City/Williamsburg Community Center (JC-WCC). Work is performed under the general supervision of the Custodial Services Superintendent.

ESSENTIAL FUNCTIONS OF THE JOB:

Coordinates the activities of Lead Custodians and Custodians in the cleaning maintenance of the JC-W Community Center, furniture, and equipment; assigns and monitors work; initiates and recommends personnel actions, such as hiring, training, evaluating, counseling, and disciplining of staff; maintains leave records and time sheets as required.

Conducts periodic inspections of the JC-W Community Center to ensure proper cleanliness, repair, and security requirements.

Coordinates time sheets of workers at the JC-W Community Center.

Requisitions and maintains usage rate records on cleaning supplies; evaluates need or repair or replacement of cleaning equipment; submits requests to Custodial Services Superintendent for equipment repair/replacement when necessary.

Conducts training classes on proper procedures for the following: stripping, waxing, and buffing floors; shampooing carpets; cleaning blinds and windows; polishing brass and metal work; cleaning sidewalks and grounds around building; raising and lowering flags; cleaning and sanitizing rest rooms; operation of cleaning equipment.

Performs custodial duties as part of the Custodial Team.

Arranges for purchase of section supplies, materials, and equipment; coordinates outside contractual agreements when such services are needed; monitors work performed by contractors.

Establishes goals and objectives for the section; develops and implements schedules and operating standards.

Coordinates with the Custodial Services Superintendent on the section's annual operating budget which includes estimates of all materials, supplies, equipment, and training.

Arranges meeting setups.

Promotes and ensures proper employee training and compliance with County safety program and departmental safety procedures; ensures that all equipment, materials, and work conditions are adequately maintained to prevent accidents.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed at the JC-W Community Center and indoors in an office setting.

Drives a County vehicle to various locations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Through knowledge of proper methods, materials, and equipment used in custodial maintenance.

Thorough knowledge of the safe and efficient operation of cleaning equipment.

Thorough knowledge of cleaning compounds and their effects on colors and finishes of various surfaces.

Ability to plan, schedule, and supervise the performance of custodial staff.

Ability to prepare and maintain records.

Ability to establish and maintain effective working relationships with others.

Ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS:

High school diploma or equivalent preferred; considerable custodial experience preferred; supervisory experience and/or training preferred; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills cited above.

NECESSARY SPECIAL QUALIFICATIONS:

Must possess a valid Virginia driver's license and have an acceptable record based on James City County criteria.

IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title Custodial Services Coordinator Position Number 263
Department Administration Division Facilities Management

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- Ability to understand and follow oral instruction
- Ability to understand and follow written instruction
- Ability to guide and/or give instructions
- Ability to make decisions in accordance with established procedures and policies
- Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- Answering telephone, radio, or switchboard
- Communicating with County officials
- Communicating with general public
- Communicating with vendors
- Communicating with supervisors and/or with other employees
- Communicating with others _____
- _____
- Not essential to job function

2. Hearing/Listening:

- For communication with County officials, public, vendors, supervisors and/or other employees
- Not essential to job function

3. Reading: (ability to read and understand text)

- Essential to job function
- Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- Ability to mentally perform accurate two digit calculations
- Ability to perform accurate calculations aided by a calculator, adding machine or measurement device

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- Essential function
- Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Use telephone | <input checked="" type="checkbox"/> Manipulate computer keyboard and mouse |
| <input type="checkbox"/> Use switchboard | <input type="checkbox"/> Use postage machine |
| <input type="checkbox"/> Use radio/console | <input checked="" type="checkbox"/> Use hand tools |
| <input checked="" type="checkbox"/> Use a calculator | <input checked="" type="checkbox"/> Use power tools |
| <input checked="" type="checkbox"/> Use a copy machine | <input type="checkbox"/> Other: _____ |
| <input checked="" type="checkbox"/> Use a fax machine | <input type="checkbox"/> Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- Essential to job function
- Not essential to job function

Explain: _____

VI. Physical Demands:

1. **Strength:** The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (✓) in appropriate boxes below.

	Ability to manipulate materials and/or equipment (lbs)						Frequency of Manipulation		
	5-	5-10	10-15	15-25	25-50	50+	Occasionally	Frequently	Continuously
Lift					✓		✓		
Push/Pull					✓		✓		
Hold/Carry					✓		✓		

Manipulation done from: ground to waist waist level waist to shoulder above shoulder
(Check all that apply)

Not essential to job function: Lift Push/Pull Hold/Carry (Check all that apply)

2. **Climbing:** To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- | | | |
|---|--|---|
| <input checked="" type="checkbox"/> Step stool | <input checked="" type="checkbox"/> 1 flight | <input type="checkbox"/> 1-2 |
| <input checked="" type="checkbox"/> 8' to 10' step ladder | <input type="checkbox"/> 2 flights | <input type="checkbox"/> 2-3 |
| <input type="checkbox"/> Extension ladder | <input type="checkbox"/> 3 or more flights | <input type="checkbox"/> 3-4 |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> Other _____ | <input checked="" type="checkbox"/> Other <u>Stairs</u> _____ |
| <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function | <input type="checkbox"/> Not essential to job function |

3. **Ability to Stand, Sit, Walk, and Run:**

Please check (✓) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9+			
Stand		✓						✓	
Sit	✓						✓		
Walk			✓					✓	
Run									

If walking or running, over what type of terrain? flat rough both

Not essential to job function: Stand Sit Walk Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and /or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

- 0-5x 5-20x 20-50x 50+x
 Other _____ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- Peripheral vision
- Night vision
- Focus (distinctness or clarity)
- Color perception (discriminate between colors)
- Depth perception (determine distance relationship between objects)

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Van	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Small Truck	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Medium Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Truck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Truck w/Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Heavy Bus Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Not essential to job function	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (list) _____			