

JOB INFORMATION

Effective Date	3/15/2024
Job Code:	9910
Job Title:	Lead Custodian
Salary Grade/Structure:	090 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	60-Skilled Crafts
Job Function:	Facilities
Job Family:	General Maintenance
Job Summary	Performs housekeeping services in University of Houston-Clear Lake facilities, to maintain a high level of cleanliness, safety, and sanitation. Oversees work and staff in assigned area to assure assignments are completed properly and resolves problems or brings them to the attention of the shift supervisor. Subject to appointment on the campus hurricane ride-out crew and weekend work. Other duties as assigned.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
High School Diploma or GED	Sufficient education to read, speak and understand oral and written English instructions	Required	
High School Diploma or GED		Preferred	

Work Experience

Experience	Experience Details	Required/ Preferred	
Some	years custodial experience in a university, hospital, or commercial environment	Required	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred
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Knowledge, Skills and Abilities

KSAs	Proficiency
• Must possess the ability to safely use all assigned equipment.	Skilled
• Ability to speak, read, and understand English.	Skilled
• Ability to oversee a 3-6 employee work team.	Skilled

JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

Essential Functions

Essential Function	% TIME
• Cleans, dusts, mops, and vacuums campus offices and suites, classrooms, shops, laboratories, etc. Oversees work and staff in assigned area.	20%
• Strips, waxes, buffs floors by hand and with standard 18" to 20" buffing machines and burnishers.	10%
• Cleans restrooms, locker rooms, drinking fountains, glass mirrors, and replaces paper towels, toilet paper and soap	20%
• Shampoos rugs and upholstery, washes windows, cleans vents and fixtures, scrubs walls, mops floors, scrubs woodwork and doors, and washes down buildings entrances.	10%
• Operates vacuum cleaners, shampooers, buffers, window washers and similar equipment as needed. Uses germicides, soap, special cleaning compounds, polish etc., as required.	10%
• Empties waste baskets, smoking urns, ashtrays, etc. Disposes of trash, cleans and maintains custodial closets and equipment.	5%
• Cleans and polishes chrome, sink basins, dispenser machines, etc. Cleans chalkboards and chalk trays.	10%
• Cleans, moves, and stores equipment and supplies.	5%
• Reports needed repairs of equipment or buildings to the custodial supervisor by using the building maintenance repair check list.	5%
• Supports and follows the departments safety regulations.	5%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

Travel Requirements

Estimated Amount	Brief Description