

**REYNOLDS ELECTRICAL & ENGINEERING CO., INC.
POSITION DESCRIPTION**

POSITION TITLE: Head Custodian

JOB CODE : 030501, 030503

DATE PREPARED : June 10, 1993

Revised: December 13, 1993

SUMMARY STATEMENT

The incumbent supervises and coordinates activities necessary to clean offices/housing/food service common areas and medical facilities at the Nevada Test Site.

DIMENSIONS

The incumbent reports to an exempt supervisor and supervises the activities of Custodians.

NATURE AND SCOPE

1. Supervises and coordinates activities of Custodians;
2. Assists in cleaning rooms and halls and performing any combination of the following duties: wiping surfaces, mopping, vacuuming, sweeping, waxing, replenishing supplies, dusting, polishing, and emptying trash receptacles;
3. May perform all duties assigned to Custodians;
4. Prepares daily work assignments and rosters;
5. Orders supplies as necessary;
6. Adheres to all Company EEO, affirmative action, environmental, health, safety, quality assurance, and security programs;
7. Performs related work as required.

ESSENTIAL JOB FUNCTIONS

Physical

<i>Constantly = Over 2/3 of time</i>
<i>Frequently = 1/3 - 2/3 of time</i>
<i>Occasionally = Less than 1/3 of time</i>

1. Constant standing/walking throughout work shift;
2. Frequent lifting/carrying cleaning supplies/equipment/trash up to 20 pounds; occasional lifting up to 50-pound heavier items including five-gallon cans of supplies; assistance available for heavier items;
3. Frequent pushing/pulling using both hands/arms while mopping/sweeping/vacuuming/wiping surfaces, etc., exerting 5 to 30 pounds of force; occasionally exerting up to 50 pounds of force while moving furniture/equipment;
4. Constant bending/twisting at waist/knees/neck while performing duties;
5. Frequent kneeling/crouching while cleaning floors or lower level surfaces;
6. Constant use of both hands/arms in reaching/handling/grasping/fingering while cleaning/operating equipment; overhead reaching required;

Head Custodian

7. Constant use of sight abilities in performing duties and maintaining a safe work environment; visual requirements including depth perception, peripheral vision, hand/eye coordination, and visual acuity in near- and mid-range vision;
8. Frequent use of hearing/speech abilities in communicating with coworkers and supervisors.

Mental

1. Constant mental alertness, attention to detail, and accuracy required in ensuring that facilities are cleaned properly according to established procedures and regulations and in maintaining a safe work environment;
2. Must be able to determine requirements and organize/prioritize/delegate to ensure that facilities are maintained according to established procedures in a timely manner;
3. Must possess basic mathematical skills and be able to read/write/speak English, instructions, rules, etc.;
4. Must possess good oral/written communication skills in order to communicate with customers, supervisors, and coworkers in a professional and effective manner;
5. Must possess effective leadership/supervisory skills in order to provide guidance and training to assigned personnel in a positive and effective manner.

WORKING CONDITIONS AND EQUIPMENT USED

Work is performed indoors.

Tools & Equipment Used: Mops, brooms, vacuums, buffers, cleaning solutions, and other cleaning supplies.

REQUIRED TRAINING AND WORK EXPERIENCE

One year of experience as custodian, shift cleaning supervisor, porter, house person, utility person, room inspector/inspectress, or equivalent lead person classification.

OTHER SPECIAL QUALIFICATIONS

Valid driver's license required.