



Code: 4225
Family: Facilities
Service: Operation and Construction
Group: Building Maintenance and Operation
Series: Custodial

CLASS TITLE: FOREMAN OF CUSTODIAL WORKERS

CHARACTERISTICS OF THE CLASS

Under general supervision, oversees and supervises Custodial Workers performing cleaning and custodial duties in the maintenance of building interiors in city facilities; and performs related duties as required

ESSENTIAL DUTIES

- Makes daily work assignments and prioritizes work based on available manpower and planned work objectives
- Drives to outlying sites on airport service roads to inspect and oversee work of Custodial Workers in city facilities located throughout airport complex
- Supervises Custodial Workers engaged in various cleaning and custodial tasks and activities, monitoring their work activities and inspecting work in progress
- Oversees the cleaning of restrooms, inspecting cleaned areas to ensure restroom surfaces and fixtures and toilets have been properly cleaned and disinfected, trash removed and restroom supplies replenished
- Oversees staff in the cleaning of office areas, lobbies, stairways and corridors, ensuring the proper cleaning of table tops, furniture, walls, partitions and doors in facilities using various cleaning solutions, wash towels, and other cleaning products
- Monitors staff activities to ensure proper use of cleaning equipment such as heavy duty powered scrubbers and polishers used to strip, wax and buff floors and the use of vacuum cleaners and shampoo equipment and solvents to vacuum and chemically clean carpeted areas
- Monitors and ensures the proper disposal of trash and recycling materials and the use of refuse compactors
- Provides training and instruction to Custodial Workers on custodial and cleaning tasks; provides instruction to staff on safety procedures and practices to minimize work accidents and promote a safe work environment
- Approves time off requests; monitors performance and conducts performance evaluations; and initiates and enforces disciplinary actions
- Prepares productivity reports

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class.*

MINIMUM QUALIFICATIONS

Education, Training, and Experience

- Two years of work experience performing custodial, janitorial or building maintenance work.

Licensure, Certification, or Other Qualifications

- A valid State of Illinois driver's license is required
- Positions in the Department of Aviation must obtain airfield certification within six months of hire

WORKING CONDITIONS

- Interior of city facilities / buildings

EQUIPMENT

- Communication equipment (e.g., two-way radio, pager system)
- Custodial equipment (e.g. industrial scrubbers, polishers, mops, vacuum cleaners)

PHYSICAL REQUIREMENTS

- Substantial lifting (up to 70 pounds) is required
- Ability to stand and walk for extended or continuous periods of time
- Ability to operate and use applicable cleaning equipment and materials

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER WORK REQUIREMENTS**Knowledge**

Knowledge of:

- custodial and maintenance cleaning methods
- applicable safety practices and procedures
- proper use of cleaning/custodial equipment

Some knowledge of:

- supervisory methods and practices

Knowledge of applicable City and department policies, procedures, rules, and regulations

Skills

- ACTIVE LISTENING - Give full attention to what other people are saying, taking time to understand the points being made, ask questions as appropriate, and not interrupt at inappropriate times
- MONITORING – Monitor and assess performance of one’s self, other individuals, or organizations to make improvements or take corrective action
- INSTRUCTING – Teach others how to do something

Abilities

- COMPREHEND ORAL INFORMATION - Listen to and understand information and ideas presented through spoken words and sentences
- SPEAK - Communicate information and ideas in speaking so others will understand
- COMPREHEND WRITTEN INFORMATION - Read and understand information and ideas presented in writing
- WRITE – Communicate information and ideas in writing so others will understand

Other Work Requirements

- LEADERSHIP – Demonstrate willingness to take on job challenges
- INITIATIVE- Demonstrate willingness to lead, take charge and offer opinions and direction
- STAMINA – Demonstrate energy and stamina to accomplish work tasks
- DEPENDABILITY - Demonstrate reliability, responsibility, and dependability and fulfill obligations

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- ATTENTION TO DETAIL - Pay careful attention to detail and thoroughness in completing work tasks
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All employees of the City of Chicago must demonstrate commitment to and compliance with applicable state and federal laws, and City ordinances and rules; the City's Ethics standards; and other City policies and procedures.

The City of Chicago will consider equivalent foreign degrees, accreditations, and credentials in evaluating qualifications.

City of Chicago
Department of Human Resources
February, 2013