
GROUP LEADER, CUSTODIAL, PS-04

FUNCTIONAL PURPOSE

In accordance with specific instructions, or well defined work assignments furnished by supervisor, oversees the work of up to approximately 15 laborers, janitors and cleaners performing general laboring and cleaning duties.

DUTIES AND RESPONSIBILITIES

1. Assigns tasks to be performed by laborers, janitors and cleaners.
2. Checks performance of employees both during and upon completion of assignments.
3. Instructs new employees in cleaning methods and in the proper use of tools and equipment.
4. Oversees the moving of furniture and equipment.
5. In addition may perform laboring tasks as required; acts for supervisor in that person's absence.

SUPERVISION

Supervisor of unit to which assigned.

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SELECTION METHOD

Senior Qualified when filled from Custodial Laborer (Lvl 3) 3502-03XX, SP 6-13. Best Qualified when filled from any other position.

BARGAINING UNIT

BLDG/EQUIP MAINT

KEY POSITION REFERENCE

KP-0008

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