

MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

Custodial Team Leader Day/Night Shift

POSITION OVERVIEW

Under the direction of the Custodial Coordinator, this position will organize the work of full and part-time custodians within their assigned shift. This position is also responsible for performing daily custodial duties as assigned. This position incorporates all the duties associated with the Building Grounds Maintenance Worker by reference herein. Night and weekend work. Hourly, union staff position.

DUTIES

- **Performs the duties of a Buildings/Grounds Maintenance Worker; and**
- Under the direction of the Custodial Coordinator the Team Leader shall establish work priorities and assignments for custodians;
- Inspects assigned buildings on a regular basis to ensure cleaning standards are met, equipment and supplies are maintained;
- Order supplies through facilities coordinator as necessary;
- Responsible for maintaining all building maintenance equipment;
- Deploy resources and employees as needed;
- Organize the custodial care and cleaning of Academy facilities;
- Report deficiencies and/or requests to Custodial Coordinator;
- Coordinate room set-ups and the moving of furniture;
- Perform snow shoveling, and other manual labor;
- Enforce safety and procedural standards;
- Maintain professional working relationships.
- Adherence to MMA policies.
- Other duties as assigned

This job description reflects the general duties of the job but is not a detailed description of all duties which may be inherent to the position. The Academy may assign reasonably related additional duties to individual employees consistent with policy and collective bargaining agreements.

ESSENTIAL SKILLS

- Ability to establish work priorities and work with a team essential.
- Consistently demonstrate Maine Maritime Academy's values.
- Communicate effectively – share information and engage in candid and open dialogue.
- Focus on customers – work to exceed expectations of internal and external customers.

- Manage own performance – plan and organize time and priorities to achieve expected results.
- Teamwork/collaboration – excel at building partnerships and working as part of a team.

MINIMUM QUALIFICATIONS

- High school diploma or general education degree (GED);
- Basic knowledge of computer systems, ability and willingness to learn new systems;
- Valid Class C Driver's License and a clean driving record;
- Minimum of four years of custodial or related work experience;
- Be able to work nights and weekends and in adverse weather conditions;
- Be able to provide written and oral instructions to others;
- Good organizational and communication skills.

SPECIAL CONDITIONS

- Criminal background check required.
- Tobacco-Free Campus

PHYSICAL/ENVIRONMENTAL FACTORS

- Exerting up to 50 pounds of force infrequently, and/or up to 10-20 pounds of force to move or lift objects occasionally.
- Ascending or descending ladders, stairs, using feet and legs and/or hands and arms. Requires lifting, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, and pulling are required frequently
- Works with standard cleaning materials and chemicals
- Adverse weather conditions, shift work.

**Maine Maritime Academy Position Factor
Evaluation**

Job Title: Custodial Team Leader Job Code: _____
 Wage Grade: 11 Total Points: 300

	<u>Factor</u>	<u>Degree</u>	<u>Points</u>
1	Knowledge and Skill	3	108
2	Effort		
	I. Mental and Visual Effort	3	24
	II. Physical Effort	4	40
3	Responsibility for Cost Control	2	16
4	Responsibility for Others		
	I. Injury to Others	3	24
	II. Supervisory Responsibility	3	24
	III. Sensitive Information and Records	1	8
5	Working Conditions	4	40
6	Responsibility for External and Internal Relations	2	16

Date of last reclassification 1/2017