**Class Summary**

The responsibilities of this classification include acting as lead over Utility Worker I – Aquatics Center and other assigned staff and maintaining and delivering customer service during large events and programs at the Weyerhaeuser King County Aquatic Center.

**Distinguishing Characteristics**

The Weyerhaeuser King County Aquatic Center (WKCAC) maintains one of the most active competition schedules in the country. These all-day competitions include high-profile televised national and international events that have a lasting impact on King County’s image in the region and country.

In addition to aquatic sporting events, WKCAC is open to the public for team training, lap swims, family swims, and swimming lessons. WKCAC also has a banquet hall available for weddings, parties, and company events.

This is the second level in a two-level classification series. This classification is distinguished from other custodian classifications in that the incumbent performs the full scope of custodian responsibilities as well as planning, assigning, and overseeing the work of other crew members at the WKCAC facility.

**Examples of Duties**

*In addition to the duties of the lower level classification within the Utility Worker I – Aquatics Center series the Utility Worker I Lead – Aquatics Center will:*

1. Produce monthly workgroup schedules.
2. Plan, prioritize, and assign work assignments to meet emergent operation service needs.
3. Direct, coordinate, monitor, and assist custodians in their regular duties.
4. Train personnel; assess work performance and recommend employee development plans and/or disciplinary action.
5. Coordinate custodial work activities with facilities stakeholders.
6. Maintain Safety Data Sheet manuals, master House Keeping Plan, and inventory records.
7. Lead continuous improvement practices for janitorial services.
8. Order and maintain supplies.
9. Coordinate equipment servicing and repair work; recommend new equipment purchases.
10. Perform other duties as assigned.

**Knowledge/Skills**

Knowledge of advanced janitorial cleaning techniques

Knowledge in the use and care of cleaning equipment

Knowledge of risk management principles and safety practices

Advanced Customer Service skills

Skill in dynamic, independent decision-making and problem-solving during emergent issues

Skill in providing leadership and direction to others

Skill in planning, coordinating and evaluating the work of others

Skill in expressing and conveying ideas effectively, both orally and in writing

Skill in providing training to others

Skill in leading meetings and giving presentations

Ability to effectively engage in and sustain relationships with people from diverse cultures and socio-economic backgrounds

Ability to work independently and as a team member

Demonstrated proficiency with business applications, such as Microsoft Office suite

**Education and Experience Requirements**

Any combination of education and experience that clearly demonstrates the ability to perform the job duties of the position

**Licensing, Certification and Other Requirements**

Washington State Driver’s License (some positions)

American Red Cross First Aid, CPR & AED for the Professional Rescuer, Bloodborne Pathogens & Preventing Disease Transmission

Some licenses, certifications and other requirements determined to be necessary to meet the business needs of the employing unit may be required

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| **FLSA Designation** | Non-Exempt |
| **Service Status** | Career Service |
| **EEO Code** | 8 |
| **Levels within same series** | Utility Worker I – Aquatics Center, Utility Worker I Lead – Aquatics Center |
| **Class History** | 12/2009 – Created |

09/2022 – Created class spec