

#414 JANITORIAL & GROUNDS KEEPING LEAD

Classification Level NE 3

Kenosha Achievement Center, Inc.

1218 – 79th Street, Kenosha, WI 53143

40 Hours: Saturday through Wednesday – 8:00 a.m. to 4:30 p.m.

Internal: 8/11/22 External: 8/11/22

Apply To: Giovanni Moro

REPORTS TO: Building & Grounds Services Manager

HAS DIRECT REPORTS? No

JOB SUMMARY:

Since 1963 the Kenosha Achievement Center (KAC) has been creating opportunities for the personal growth and success of persons with special needs. KAC does this by removing barriers, changing perceptions and building confidence.

This position is responsible for performing and leading a crew of all abilities in grounds keeping and janitorial tasks. There are multiple offsite locations. Workers are provided with, and are required to wear uniforms consistent with the State DOT standards. This position typically reports to the rest area on I-94 and Hwy. 165.

TYPICAL RESPONSIBILITIES:

1. Operation of power and manual equipment such as lawn mowers, snow blowers and floor scrubbers.
2. Supervision of work crew including designation of work assignments, maintaining appropriate work and social behaviors.
3. Report performance levels of all crew members to Building & Grounds Assistant Manager.
4. Transports crew members to and from work sites in company vehicle.
5. Read and understand labels to properly prepare cleaning chemicals.
6. Follow guidelines of S.D.S. forms and safe operating/emergency procedures.
7. While on duty personnel are required to wear uniforms and maintain them to State DOT standards.
8. Responsible for the safety of all persons served under this position's supervision.
9. Perform maintenance of equipment and building needs for routine operation and minor repair
10. Participates in required amount and type of staff development activity as specified by annual staff performance plan which includes engaging in a process of continuously improving cultural proficiency and the ability to work with a diverse population.
11. Perform other duties as assigned by supervisor.

OCCASIONAL RESPONSIBILITIES:

1. Perform mechanical and building maintenance troubleshooting.

MINIMUM QUALIFICATIONS:

- Written and verbal communication skills necessary for writing reports, log keeping, and dealing with the public and persons with all abilities.
- Ability to work with and mix chemicals for cleaning, as well as other routine maintenance tasks.
- Must have a valid driver's license and a good driving record for minimum of 3 years
- Some experience with janitorial, grounds keeping, building maintenance

PREFERRED QUALIFICATIONS:

- High school diploma
- HVAC, Plumbing and Electrical experience
- Second language skills.

KAC IS AN EQUAL OPPORTUNITY EMPLOYER

Revised 8/11/2022

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PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical capacity to work in the outdoor environment performing duties such as driving a vehicle with trailer, using various power tools and equipment including snow blowers, power/lawn tractors, weed whip, hedgers, snow shovels, etc. through all seasonal conditions including inclement weather, cold, heat, humidity, etc. The ability to work independently in a highly visible public setting. Occasional lifting up to 80 pounds; stand/walk 90%; sit 10%; bend, reach, push, pull, stoop & climb ladders on a frequent basis.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level of the work environment is normal. The condition of the air is normal. The surface on which work is performed is level.

While on duty personnel are required to wear uniforms and maintain them to State DOT standards.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

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Revised 8/11/2022