

## **CUSTODIAL SUPERVISOR**

### **MAJOR FUNCTION**

This position supervises the employees involved in custodial care of County buildings and facilities on a daily basis.

### **ESSENTIAL FUNCTIONS**

The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.

- Supervises the custodial personnel and custodial care of County buildings.
- Estimates and procures materials and supplies.
- Position requires driving between locations, and assisting with actual work when necessary.
- Assures safety and security for employees who are working in buildings, and assures buildings are secure after departure of custodial staff.
- Work includes cleaning floors, carpets, restrooms, unclogging toilets, emptying trash receptacles, dusting walls, baseboards, furniture and office equipment.
- Performs light maintenance and minor repairs on custodial equipment.
- Operates shampooing, buffing and polishing machines.
- Obtains oral and written quotes in the procurement process of parts, materials, and equipment according to County policies.
- Must be able to respond to emergency and after-hours calls on nights and weekends.

### **SECONDARY FUNCTIONS**

- Emergency or accident cleanup on call for spills, messes, broken glass, etc.
- Performs other duties as assigned.

### **CUSTOMER SERVICE**

This is a front-line position for providing excellent customer service to members of the general public and other County employees. Personal contact occurs with other employees of the unit, employees of other departments in the County, citizens, and customers of the department. Service is provided in person and by phone contact.

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### **SUPERVISION**

Directly and regularly supervises a relatively large number of employees, with no indirect supervision of other employees. Includes assigning, directing, evaluating, and reviewing work of subordinate employees. Responsibilities include providing on-the-job training; evaluating job performance; recommending selection of new staff members, promotions, status changes, and discipline; and planning, scheduling, and coordinating work operations.

### **EDUCATION, EXPERIENCE, LICENSES, AND CERTIFICATIONS**

#### **Education and Experience**

High school diploma or general education degree (GED); five years related experience or training; or equivalent combination of education and experience.

#### **Licenses**

Possession of a valid Florida Driver, License.

### **JOB SKILLS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements are representative of the required knowledge, skills, and abilities.

#### **Language Skills**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to write routine reports and correspondence.
- Ability to speak effectively one-on-one with customers and employees of the organization.

#### **Mathematical Skills**

- Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's.
- Ability to perform these operations using units of American money and weight measurement, volume, and distance.

#### **Problem Solving Abilities**

- Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form.
- Ability to deal with problems involving several concrete variables in standardized situations.

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- Requires independent judgment regarding use of equipment, tools or material.
- **Specialized Skills and Abilities**
- Through knowledge of cleaning materials, supplies, equipment, techniques and methods.
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to work independently, organize and implement work schedules and supervise other employees.
- Ability to remain calm in stressful situations.
- Ability to take a teamwork approach to the job by cooperating with others, offering to help others when needed, and considering larger organization or team goals rather than individual concerns. Includes the ability to build a constructive team spirit where team members are committed to the goals and objectives of the team.

### **PHYSICAL DEMANDS**

While performing the duties of this job, the employee will regularly be required to climb or balance, stoop, kneel, crouch, or crawl, and lift up to one hundred pounds; and will frequently be required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, talk or hear and taste or smell. Special vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus. Requires the use of hands simultaneously with upper and lower body twisting, pushing, pulling and bending.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee will occasionally be exposed to wet or humid conditions, high precarious places, outdoor weather conditions, and risk of radiation; will regularly be exposed to blood, body waste and sewage, and vibration; and frequently be exposed to moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and risk of electrical shock. The noise level for this environment is moderate.

Established: 10/99

Pay Grade: 13

Job Description Number: 8050

Category: 1

Status: E

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