

CUSTODIAN SUPERVISOR

NATURE AND VARIETY OF WORK

This is supervisory work responsible for the general cleanliness and orderliness of assigned County buildings on an assigned shift. The work being supervised may be performed by county employees or contract employees and includes a full range of custodial duties including operation of industrial-type power operated cleaning equipment. This employee supervises the custodians or directs contract supervisors and maintains a high quality work standard. The employee exercises independent judgment and is under the general supervision of a building supervisor.

EXAMPLES OF WORK (ILLUSTRATIVE ONLY)

Supervises custodians in all phases of cleaning.

Supervises employees assigned to move furniture and perform other special manual work assignments.

Performs emergency maintenance repairs, such as unclogging stopped drains, resetting breaker switches for lights, HVAC equipment and restarting stalled elevators by resetting switches.

Plans, assigns and inspects work in progress and upon completion.

Requisitions cleaning supplies and equipment.

Submits required reports.

Trains and evaluates custodian workers.

Experiments with new methods and procedures pertaining to cleaning.

Willingly and cooperatively performs tasks and duties which may not be specifically listed in the class specification or position description, but which are within the general occupational category and responsibility level typically associated with the employee's class of work.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES

Good knowledge of the methods, practices and tools used in cleaning buildings.

Ability to apply safety practices used in the trade.

Ability to establish and maintain effective working relationships with custodians.

Ability in training and supervising custodians.

MINIMUM QUALIFICATIONS

Graduation from high school or GED equivalent, plus lead/ supervisory experience; or any equivalent combination of experience and training which provides the required knowledges, skills and abilities.

CONDITION OF EMPLOYMENT

Good physical condition.

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