

## **CUSTODIAL SUPERVISOR**

*The following class specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.*

**DEPARTMENT:** Property Management

**REPORTS TO:** Custodial Superintendent

### **CLASS SUMMARY**

Supervises crew leaders of custodial staff at multiple County building locations and ensures building security.

### **DISTINGUISHING CHARACTERISTICS**

The Custodial Supervisor is the third level of a four-level custodial series. The Custodial Supervisor is distinguished from the Custodial Crew leader by its responsibility for supervising Crew Leaders at multiple locations. It is distinguished from the Custodial Superintendent by the Superintendent's responsibility for the entire custodial operation of the Property Management Department.

### **TYPICAL CLASS ESSENTIAL DUTIES**

- Supervises two or more full-time staff to include prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; and making hiring, termination and disciplinary recommendations.
- Performs custodial duties.
- Reports needed maintenance and repair work and may perform minor maintenance and repair work, such as changing light bulbs, unstopping toilets and drains, hanging pictures and touch-up painting.
- Monitors and ensures building security.
- Monitors the inventory of cleaning supplies and equipment and issues supplies to custodians.
- Establishes a positive work environment for employees.
- Performs other duties of a similar nature or level.
- Performs work during emergency/disaster situations.

### **POSITION SPECIFIC DUTIES**

Does not apply.

### **KNOWLEDGE AND SKILLS**

Knowledge of:

- Basic math;
- Cleaning products and procedures;
- Safety and security issues;
- Supervisory principles.

Skill in:

- Operating cleaning equipment;
- Cleaning and sanitizing surfaces;
- Monitoring and evaluating staff;
- Resolving problems;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

### **TRAINING AND EXPERIENCE**

High School Diploma or General Equivalency Diploma (GED) and three years of custodial experience, including one year at the crew leader level; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

## **CUSTODIAL SUPERVISOR**

### **LICENSING/CERTIFICATION**

- Valid NC Driver's License.

### **PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

Typically requires climbing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

May be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, intense noises and travel.

### **GENERAL INFORMATION**

FLSA Status: Non-exempt

Class Spec Established/Revised: E9/99; R10/02