

CUSTODIAL SUPERINTENDENT

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: Property Management Director

CLASS SUMMARY

Manages custodial operations and staff at the County buildings and for ensures building security.

DISTINGUISHING CHARACTERISTICS

The Custodial Superintendent is the fourth level of a four-level custodial series. It is distinguished from the third level, Custodial Supervisor, by its 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.
- Inspects buildings.
- Fills in for custodial supervisors as needed.
- Implements custodial training program to ensure good performance and compliance with safety procedures.
- Monitors and ensures building security.
- Manages and controls the inventory of cleaning supplies and equipment.
- Maintains custodial budget and monitors expenditures.
- Coordinates work activities with building managers; schedules special cleaning and contacts outside contractors when needed.
- Establishes a positive work environment for employees.
- Performs custodial duties as needed.
- 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 progressively responsible custodial experience, including two years of supervisory experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

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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