



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Custodial Supervisor	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Facilities	<b>GRADE:</b>	M1
<b>REPORTS TO:</b>	Facilities Director	<b>DATE:</b>	10/06/2016

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### **SUMMARY OF JOB PURPOSE:**

Responsible for planning, supervising, reviewing and evaluating activities and staff tasked with custodial services at County facilities.

### **ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Plans, organizes, coordinates, assigns direction, provides training and work reviews of assigned staff and outside contractors; provides input during the preparation of employee performance evaluations; participates in the interview and hiring process; organizes and assigns work, sets priorities, and follows-up to ensure coordination and completion of assigned work; ensures proper safety precautions are followed.
- Assists in the development and administration of the budget; assists with the purchasing and accounting of property, equipment and supplies; advises on matters concerning related activities.
- Develops and directs training programs for custodial staff designed to ensure custodians within the County stay current with new custodial methods, supplies, equipment and safety procedures.
- Manages custodial program designed to provide County facilities daily maintenance and some repair activities; conducting inspections for quality assurance, uniform work standards and continuous improvement of custodial program; maintain a high standard of cleanliness, hygiene, safety, and efficiency throughout the County.
- Maintains and provides procedural support for custodial operations within the County's facilities; assess the program effectiveness and efficiency and provide recommendations for improvements.
- Estimates materials, tools and equipment needed for work assignments; orders and picks up materials and supplies from outside vendors as appropriate; prepares cost estimates for job.
- Troubleshoots problems and provides technical assistance to staff in solving issues and problems.
- Reports need for major repairs/maintenance to Facilities staff.
- Ensures servicing and availability of a variety of test equipment and hand and power tools; maintains inventory of frequently used supplies and hardware; orders supplies as required.
- Maintains records of work performed and materials used.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## CUSTODIAL SUPERVISOR

### ESSENTIAL FUNCTIONS: (continued)

- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

### QUALIFICATIONS:

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### Education and Experience:

High School diploma/GED; AND four (4) years of experience in custodial operations; OR an equivalent combination of education, training and experience.

### Required Knowledge and Skills

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles, methods and materials used in custodial maintenance.
- Proper cleaning methods, and the safe usage of cleaning materials, disinfectants, custodial tools and equipment.
- Procedures for the preparation and use of cleaning materials. Use and minor maintenance of hand and power tools and equipment used in custodial work.
- Operation and maintenance of a variety of hand, power and shop tools and test equipment.
- Safe work methods and safety regulations pertaining to the work.
- Basic record keeping practices.
- Standard office practices and procedures, including filing and the operation of standard office equipment.

Skill in:

- Planning, directing and reviewing the work of others on a project or day-to-day basis.
- Performing maintenance worker duties.
- Operating and maintaining specialized tools and equipment.
- Training others in policies and procedures related to the work.
- Inspecting work and ensuring that quality standards are met.
- Safely using hand tools and power equipment related to the work.
- Communicating effectively in oral and written forms.
- Maintaining accurate records of work performed.
- Using initiative and independent judgment within established procedural guidelines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.



## CUSTODIAL SUPERVISOR

### REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

- Nevada Class C Driver's License.

### PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Mobility to work in a typical shop or related maintenance setting, including operating typical trade equipment, hand and power tools and standard office equipment, and to drive a motor vehicle to various work sites; stamina to stand, walk and climb and to work in confined or awkward spaces for an extended period of time; strength to lift and maneuver materials and equipment weighing up to 100 pounds with proper equipment; vision to read printed materials and computer screen; and hearing and speech to communicate in person or over a radio or telephone.

Work is subject to exposure to extreme weather conditions, hazardous chemicals, electrical currents, gases, dust and noxious odors. Work is subject to performance in a detention facility.