



Office of Human Resources
Custodial Supervisor - CJ1874
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General Statement of Duties

Performs supervisory duties over custodial workers in city facilities and public office buildings.

Distinguishing Characteristics

The Custodial Supervisor class supervises and coordinates activities of workers involved in janitorial and custodial work in public office buildings and grounds. This class is distinguished from the Custodial Services Supervisor class that performs second level supervisory duties over Custodial Supervisors and staff members involved in custodial work for City facilities and public office buildings and directs operational policy development and performance criteria in conjunction with departmental plans and goals. The Custodial Supervisor is distinguished from the Custodian class that performs standard level interior and exterior janitorial/minor maintenance duties involving cleaning and disinfecting City facilities and public domains and performs grounds keeping duties including snow removal.

Level of Supervision Exercised

Supervises two or more full time employees who do not supervise.

Essential Duties

Supervises personnel performing custodial duties in city facilities and public office buildings.

Allocates resources within the supervised function in accordance with work requirements and budget constraints.

Performs inventory, purchases and distributes supplies, and orders equipment maintenance.

Implements safety standards and develops procedures to ensure compliance.

Develops or modifies work plans, methods and procedures, determines work priorities and develops work schedules to provide adequate staff coverage. Provides work instruction and assists employees with difficult and/or unusual assignments; encourages innovation. Assigns and distributes work, reviews work for accuracy and completeness and returns assignments with recommendations for proper completion.

Conducts hiring interviews and selects candidate(s) for job opening(s).

Resolves problems encountered during daily operations and determines appropriate solutions; promotes teamwork. Encourages regular communication, informs staff of relevant business issues and their impact on the organization.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Documents causes for disciplinary action and initiates letters of reprimand and makes formal recommendations for disciplinary action. Responds to formal and informal employee grievances and prepares written responses.

Some positions monitor HVAC systems and coordinate installation or repair by service contractors.

Some positions supervise decontamination procedures, disposal of old equipment, fuels and fluids, and snow removal activities.

By position, participates in planning and managing budget systems; prepares and presents budget recommendations to higher management; adjusts work plans/activities as a result of budget changes.

By position, may be required to be on-call to address emergent needs.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Decision Making – Specifies goals and obstacles to achieving those goals, generates alternatives, considers risks, and evaluates and chooses the best alternative in order to make a determination, draw conclusions, or solve a problem.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Influencing - Collaborates with, persuades and influences others.

Reading - Understands and interprets written material including technical material, rules, regulations, instructions, reports, charts, graphs, or tables and applies what is learned from written material to specific situations.

Technical Competence – Uses knowledge that is acquired through formal training or extensive on-the-job experience to perform one's job; works with, understands, and evaluates technical information related to the job; advises others on technical issues.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Written Communication – Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

Knowledge of safety practices and precautions sufficient to be able to supervise, train, and provide safety instructions to subordinates and others and to recognize and correct hazardous situations.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Three (3) years of experience as a custodian.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Atmospheric Conditions: conditions that affect the skin, eyes or respiratory system.
Potential exposure to chemicals, gas and low-level radiation
Potential exposure to cold temperature, cold enough to cause bodily discomfort
Potential exposure to cold weather conditions (indoor/outdoor)
Potential exposure to conditions that affect the skin or respiratory system.
Potential exposure to dust
Potential exposure to extreme temperature changes
Potential exposure to hazardous anesthetic agents, body fluids, and bio-wastes
Potential exposure to hazardous conditions where there is a danger to life, body, and/or health
Potential exposure to hazardous/toxic chemicals
Potential exposure to hazards from electro/mechanical/power equipment.
Potential exposure to hazards of steam and heat
Potential exposure to heat temperatures, hot enough to cause bodily discomfort
Potential exposure to hot and humid work environment
Potential exposure to housekeeping/cleaning agents/chemicals.
Potential exposure to pesticides or fertilizers
Potential exposure to the risk of blood borne diseases.
Potential exposure to temperature changes: variations in temperature from hot to cold
Potential exposure to toxic chemicals.
Potential exposure to unpleasant elements (accidents, injuries, and illness).
Potential exposure to wet working conditions (snow removal)
Extreme cold conditions
Handles absentee replacement on short notice
Handles emergency or crisis situations
Noise sufficient to cause distraction or possible hearing loss
Occasional pressure due to multiple calls
Personal Safety: aware of surroundings, people, and events
Pressure due to multiple calls and inquiries
Subject to burns and cuts
Subject to electrical and radiant energy hazards
Subject to hazards of flammable or explosive gases
Subject to injury from moving parts of equipment or vehicles
Subject to many interruptions
Subject to precarious or high locations
Subject to pressure for multiple calls, inquiries, and interruptions
Subject to varying and unpredictable situations
Subject to traffic, roadways, and pedestrians
Subject to vibrations and strain on the body to cause bodily harm if endured daily
Temperature Changes: variations in temperatures from hot to cold when works in field
Wet: frequent contact with water, liquid, chemicals, or sanitary sewage
Works in confined, uncomfortable or awkward locations
Works in precarious or high locations.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

- Agility: bends, stretches, twists, or reaches out with the body, arms or legs.
- Balancing: maintaining body equilibrium to prevent falling over.
- Carrying: transporting an object, usually by hand, arm, or shoulder.
- Climbing/Balancing: climbing walls, fences and other obstacles and balancing.
- Climbing: ascending or descending objects usually with hands/feet.
- Climbing: ascending or descending objects.
- Color vision: ability to distinguish and identify different colors.
- Crawling: moving about on hands and knees or hands and feet.
- Crouching: bending body downward and forward by bending legs.
- Depth Perception: ability to judge distances and space relationships.
- Eye/Hand/Foot Coordination: performing work through the use of two or more.
- Feeling: perceiving attributes of objects by means of skin receptors.
- Feeling: perceiving attributes of objects by means of spoken word.
- Field of Vision: ability to adjust vision to bring objects into focus.
- Field of Vision: ability to see peripherally.
- Fine Dexterity: coordinator eye-hand to operate a vehicle, reach, hold, grasp and turn objects
- Fingering: picking, pinching, or otherwise working with fingers.
- Handling: seizing, holding, grasping, or otherwise working with hand(s).
- Handling: seizing, holding, grasping, or otherwise working with fingers.
- Hazards: conditions where there is danger to life, body and/or health.
- Hearing/Talking: hear and determine direction of sound.
- Hearing: perceiving the nature of sound by the ear.
- Kneeling: bending legs to come to rest on one or both knees.
- Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.
- Mathematical reasoning:
- Memorization:
- Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.
- Neck Flexion: moving neck upward/downward.
- Oral comprehension:
- Physical Strength: exerts maximum muscle force to lift, push, pull or carrying objects and performs laboring work.
- Pulling: exerting force upon an object so that it is moving to the person.
- Pushing/Pulling: push/pull equipment, objects, etc.
- Pushing: exerting force upon an object so that it is moving from the person.
- Reaching: extending the hand(s) and arms(s) in any direction.
- Repetitive motions: making frequent movements with a part of the body.
- Sitting: remaining in the normal seated position.
- Stamina: exerts oneself physically over long periods of time without tiring. (which may include performing repetitive tasks such as hammering or lifting objects).
- Standing: remaining on one's feet in an upward position.
- Stooping: bending the body by bending the spine at the waist.
- Talking: expressing or exchanging ideas by means of spoken words.
- Vision Far Acuity: ability to see clearly at 20 feet or more.
- Vision Near Acuity: ability to see clearly at 20 inches or less.
- Vision: to observe animal behavior, read signs, and reading colors.
- Walking: moving about on foot on uneven surfaces.
- Written Comprehension.

Background Check Requirement

Criminal Check
Employment Verification
By position, Motor Vehicle Record

Assessment Requirement

Labor and Trades Supervisor

Probation Period

Six (6) months.

Class Detail

Pay Grade: J-611
FLSA Code: N
Established Date: 9/21/2018
Established By: LS
Revised Date:
Revised By:
Class History: