



## **CUSTODIAL SUPERVISOR**

**Classification Title: 498**

**FLSA: Exempt**

**EEOC: 08**

### **GENERAL STATEMENT OF DUTIES:**

Supervises custodial and minor repair functions for County buildings; performs semi-skilled work in the repair and maintenance of buildings and equipment; does related work as required.

### **SUPERVISION RECEIVED:**

Works under the general supervision of the Facilities Manager who determines goals and reviews work for conformance to department standards.

### **SUPERVISION EXERCISED:**

Exercises supervision over a number of employees engaged in the custodial and minor maintenance repairs of County buildings; participates in the selection of new personnel, provides for training, evaluates performance, responds to grievances and recommends personnel transactions.

### **EXAMPLES OF DUTIES:** (Duties may include, but are not limited to the following)

1. Performs any of the duties of the Custodial Worker 1 and Custodial Worker 2 classes, but distinguished by the duties listed below.
2. Determines task frequencies, priorities and schedules for custodial work to be completed; prepares daily work schedules and assigns personnel to respective jobs; reviews work for conformance to standards.
3. Monitors and adheres to the Custodial budget.
4. Works with the Facilities Division Manager to set customer service and custodial standards; addresses and responds to customer service issues and concerns.
5. Instruct personnel in safety policies and procedures; train personnel in safe and proper work procedures, operation and maintenance of tools and equipment required in assigned duties. Train personnel in safe handling and use of cleaning chemicals and other hazardous materials; reviews and updates Material Safety Data Book; instruct personnel on access and use of Material Safety Data Book and how to mix cleaning chemicals.
6. Performs semi-skilled to skilled work related to painting, plumbing, plaster patching, formica, VCA flooring and janitorial; reports maintenance issues and concerns to the Facilities Division Manager or Maintenance Manager.
7. Determines equipment and supplies needed; orders and purchases equipment and supplies within the county's policies and guidelines; delivers supplies to county facilities as needed.
8. Responsible for the security of buildings during the evening shift.

**RECRUITING REQUIREMENTS**  
**KNOWLEDGE, SKILLS AND ABILITY:**

**Through knowledge of:** principles, practices, methods and equipment related to custodial work in a commercial or government office building.

**Considerable knowledge of:** methods and techniques used in carpentry, plumbing, tile setting and painting; supervision of employees and coaching for optimal performance;

**Substantial skill and ability to:** to plan and organize work; from written and oral instructions; use and operate hand and mechanical tools necessary to building and mechanical maintenance and repair; establish and maintain professional and collaborative working relationships with customers, employees and managers; seek out opportunities to improve the custody, security and efficiency of County facilities; communicate effectively in oral, writing and electronic media; operate a motor vehicle; operate a computer.

**EXPERIENCE AND TRAINING:**

1. Graduation from high school, or GED; **AND**
2. Five (5) years responsible experience in the performance of custodial and maintenance work; **AND**
3. Four (4) years experience in responsible supervision (may be concurrent with #2 above); **OR**
4. Any satisfactory equivalent combination of custodial experience and training.

**NECESSARY SPECIAL REQUIREMENTS:**

1. Possession of, or obtain within 30 days of hire, a valid Class C Oregon driver's license If in possession of a current out of state driver's license, must obtain Oregon driver's license within 30 days of hire.
2. Possess and maintain an acceptable driving record. A copy of the driving record for all qualified applicants will be obtained from the Department of Motor Vehicles.
3. Must pass a criminal history background investigation; however, conviction of a crime may not necessarily disqualify an individual for this classification.
4. Final candidate must be able to pass a pre-employment drug-screening test.

REVISED: 7/81, 6/87, 4/93, 8/95,10/97,8/00, 10/06