



**Job Title: Senior Custodial Supervisor**

## **CLASSIFICATION DESCRIPTION**

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**Department: Custodial Services**

**Pay Grade: 105**

**FLSA Status: Non-exempt**

**Remote Work Eligible: No**

### **JOB SUMMARY**

This position supervises custodial staff at campuses and handles related personnel issues. Duties may include: inspecting buildings for cleanliness; prioritizing and assigning tasks; monitoring preventative maintenance schedules for custodial equipment; presenting training to the assigned employees; maintaining manuals and procedures; ordering supplies and equipment; monitoring a budget; maintaining records; and preparing reports.

### **DISTINGUISHING CHARACTERISTICS**

N/A.

### **ESSENTIAL JOB FUNCTIONS**

- Coordinates and supervises custodial staff to include: prioritizing and assigning work; ensuring staff are trained; ensuring that employees follow policies and procedures; and maintaining a healthy and safe working environment.
- Resolves conflicts among custodial staff as needed.
- Supervises the day-to-day activities of custodial services, which includes: planning and coordinating projects and maintenance schedules; implementing processes, procedures, and standards; and monitoring workflow and work assignments.
- Performs job site inspections to ensure desired outcomes and compliance with applicable safety standards and specifications; enforces employee adherence to applicable safety rules and regulations.
- Ensures all areas are presentable for the public.
- Conducts general cleaning as needed.
- Conveys information up/down the chain of command.
- Maintains inventory which includes calculating materials needed and ordering supplies and materials when levels are low; takes periodic inventory.
- Monitors a department budget and approves expenses.
- Prepares, reviews, and approves operational logs, records, and reports.
- Performs pest control tasks on all buildings of campus,
- Performs other duties as assigned.

## **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

High school diploma or equivalent plus FSPMA training; six (6) years of related work experience in custodial maintenance including two (2) years of lead worker experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## **KNOWLEDGE, SKILLS AND ABILITIES**

### Knowledge of:

- Supervisory principles;
- Basic cleaning techniques;
- Applicable equipment and tools;
- Applicable cleaning chemicals;
- Training principles;
- Inventory principles;
- Safe work practices;
- Report preparation techniques;
- Basic budget principles; and
- Computers and related software applications.

### Skills in:

- Supervising, monitoring, and inspecting custodial activities and job sites;
- Monitoring and prioritizing maintenance schedules;
- Reviewing, preparing, and approving a variety records and reports;
- Monitoring, maintaining, and requisitioning inventory and equipment;
- Monitoring a budget;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

### Ability to:

- Prioritize and assign work;
- Monitor and evaluate employees; and
- Identify, use, and safely store cleaning supplies/chemicals appropriately.

## **CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS**

Driver's license depending on assigned area (s).

FSPMA, a Master Custodial Certification.

Certified Custodian desired.

Certified Custodian Trainer desired.

Accredited Cleaning Expert (ACE) desired.

Hard Floor Care (VCT) desired.

TOPGUN Customer Service Training desired.

## **PHYSICAL DEMANDS**

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
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Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	<u>X</u>
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	<u>X</u>	Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.	<u>X</u>	Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.	<u>X</u>	Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.	<u>X</u>	Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	<u>X</u>
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	<u>X</u>
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.	<u>X</u>	Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	Visual Acuity 4 – operate motor vehicles/heavy equipment.	<u>X</u>
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	<u>X</u>
Pulling – use upper extremities to exert force, haul or tug.	<u>X</u>	Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

## **TYPE OF WORK**

Work performed is primarily:

- Sedentary work:** Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work:** Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work:** Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work:** Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

## **WORK ENVIRONMENT**

May be required to work hours other than the regular schedule including nights, weekends, and holidays. May travel to different sites.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

May be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, chemicals, and extreme temperatures.

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.*

***St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.***