

Job Title: OPS Custodial Supervisor

Compensation: \$18.23 - \$18.23

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level 5

Position Summary:

This position supervises custodial staff and daily activities of custodial services at assigned locations; prioritizes and assigns work; ensures staff are trained, follows policies and procedures, maintains a healthy and safe work environment; and conducts job site inspections to ensure desired outcomes and compliance with applicable safety rules.

Requirements:

Education:

High School Diploma or equivalent (GED).

Experience:

Four years experience in custodial maintenance, including one year lead worker experience.

** An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

Knowledge:

- Supervisory principles;
- Basic cleaning techniques;
- Applicable equipment and tools;
- Applicable cleaning chemicals;
- Basic training principles;
- Inventory principles;
- Safe work practices;
- Report preparation techniques;

- Basic budget principles;
- Computers and related software applications.

Skills:

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

Physical:

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, 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.

Incumbents may be subjected to moving mechanical parts, electrical currents, vibrations, fumes, odors, dusts, gases, chemicals, and extreme temperatures. Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, feeling, talking, hearing, seeing and repetitive motions.

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Responsibilities:

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	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.	Daily 15%
2.	Supervises the day-to-day activities of custodial services, which includes: implementing processes, procedures, and standards; monitoring maintenance schedules; and monitoring workflows and work assignments.	Daily 45%
3.	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.	Daily 10%
4.	Maintains inventory which includes calculating materials needed and ordering supplies and materials when levels are low.	Weekly 10%
5.	Monitors a department budget and expenses.	Weekly 10%
6.	Prepares and maintains operational logs, records, and reports.	Daily 10%
7.	Performs other duties of a similar nature or level.	As Required

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