

Job Title: OPS Senior Custodial Supervisor

Compensation: \$19.14 - \$19.14

FLSA Status: Non-exempt

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

Pay Grade: OPS Career Level 6

Position Summary:

Incumbents supervise Custodians and Lead Custodians at custodial campuses and are responsible for personnel issues. Responsibilities may include inspecting buildings for cleanliness; prioritizing and assigning tasks; monitoring preventative maintenance schedules for custodial equipment; presenting training to the lower levels; maintaining manuals and procedures; ordering supplies and equipment; monitoring a budget; maintaining records; and preparing reports.

Requirements:

Education:

High School Diploma or equivalent (GED).

Experience:

Six years experience in custodial maintenance, including two years 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;
- 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;
- 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;
- 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.

Responsibilities:

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	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.	Daily 15%
2.	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 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 approves expenses.	Weekly 10%
6.	Prepares, reviews, and approves operational logs, records, and reports.	Daily 10%
7.	Performs other duties of a similar nature or level.	As Required

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