



County of El Dorado

PA # 3/CS-1-2
June 1990

CUSTODIAL SUPERVISOR

DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of custodial staff; orders and stocks cleaning supplies and equipment for all locations; makes inspections of work in process and completed; assists with special projects; and performs related duties as assigned.

DISTINGUISHING SUPERVISION RECEIVED AND EXERCISED

Receives general direction from assigned supervisory or management personnel. Exercises general direction and supervision over technical staff.

CLASS CHARACTERISTICS

This is the first-full supervisory-level within classification in the custodial class series.

Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of lower level custodians either directly or through crew leaders. Successful performance custodial operations for the County. Performance of the work requires the use of considerable independence, initiative, and discretion within established guidelines.

EXAMPLES OF DUTY/TYPICAL JOB FUNCTIONS (Illustrative Only)

- Supervises and directs Plans, organizes, assigns, supervises, and reviews the work of custodial staff at all major County buildings and facilities; administers specialized projects and programs in the area of assignment.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; recommends and implements policies and procedures, including standard operating procedures for assigned facilities.
- Evaluates employee performance, counsel's employees, and effectively recommends initial disciplinary action; assists in selection and promotion.
- Trains staff in work and safety procedures, including the use of maintenance equipment and tools; maintains equipment, tools, and supplies in good working order.
- Establishes criteria for contract custodial services, works with purchasing staff to acquire contracts, and monitors such services for contract compliance.
- Plans, schedules, and assigns custodial work to ensure adequate coverage at all locations.
- Participates in the hiring of assigned staff, recommending selection for management approval.
- Trains staff in work procedures, in safety procedures relating to the work and in the operation and use of equipment and supplies.

- ~~Evaluates employee performance, counsels employees and effectively recommends initial disciplinary action and other personnel decisions.~~
- ➤ Investigates complaints, works with County personnel to revise procedures and schedules to improve service.
- ➤ ~~Arranges for~~Coordinates the ~~evaluation of custodial suppliers; assists with the preparation of specifications for competitive bids, and coordinates the inventory~~inventory and stocking of cleaning supplies, tools, waxes and cleaners.
- ➤ Operates County vehicles to pick up and deliver staff and supplies.
- ➤ May perform custodial work on a relief basis.
- ~~Attendance and punctuality that is observant of scheduled hours on a regular basis.~~
- May assist with cleaning of sand, ice, and snow from various entrances and walkways.
- ➤ Performs ~~other~~related duties as assigned.

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QUALIFICATIONS

Knowledge of:

- ☞ Principles and practices of employee supervision, including ~~selection, training,~~ work planning, assignment review and evaluation ~~and,~~ discipline, and the training of staff in work procedures.
- ~~Methods,~~ Principles and practices of leadership.
- Proper mixing and dilution of cleansers, disinfectants, and stripping agents.
- ☞ Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools, and equipment ~~used in custodial work.~~
- ☞ ~~Safe work methods and safety practices pertaining to the work.~~
- ☞ Operation and ~~Use and minor~~ maintenance of ~~a wide variety of~~ hand and power tools, and equipment used in janitorial work.
- ☞ ~~Proper mixing~~ Safety practices and ~~dilution of cleansers, disinfectants and stripping agents.~~

Skill in:

- ☞ Planning, estimating, coordinating and scheduling ~~equipment related to the work of a custodial staff.~~
- Training ~~Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.~~
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and County staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and programs, projects, and task coordination.
- Computers and software programs (e.g., Microsoft software packages) to conduct, compile, and/or generate documentation.

Ability to:

- Effectively provide staff ~~with~~ leadership and work direction.
- Select and supervise staff, provide training and development opportunities, ensure work is performed effectively, and evaluate performance in an objective and positive manner.
- ☞ Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Preparing and maintaining ~~Plan, estimate, coordinate, and schedule the work of custodial staff.~~
- Train staff in work procedures.
- ☞ Prepare and maintain a variety of basic written records and reports.
- ☞ Operating ~~Operate~~ and maintaining ~~maintain~~ tools and equipment used in the field.
- ☞ Identifying ~~Identify~~ and implementing ~~implement~~ effective courses of action to complete assigned work.
- ☞ Coordinating ~~Coordinate~~ crew assignments with other divisions, departments, and outside agencies.
- Establishing and maintaining ~~Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.~~
- Effectively represent the department and the County in meetings with governmental agencies;

community groups; various business, professional, and regulatory organizations; and in meetings with individuals.

- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- ⇒ Establish, maintain, and foster positive and effective working relationships with those encountered/~~the~~ contacted in the course of work.

Education and Experience:

Any combination of the required experience, education, and training that would provide the essential knowledge, skills, and abilities is qualifying.

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Other Requirements:

~~Must possess a valid driver's license. Must regularly maneuver equipment weighing up to forty pounds. (3) years of experience in janitorial or custodial work at a level equivalent to the County's class of Sr. Custodian.~~

Licenses and Certifications:

- Possession of, or ability to obtain and maintain, a valid California or Nevada Driver's License and a satisfactory driving record.

PHYSICAL DEMANDS

Must possess mobility to work in both indoor and outdoor settings and operate cleaning equipment and tools; vision to read printed materials; and hearing and speech to communicate in person. Standing in and walking between work areas is frequently required. Finger dexterity is needed to operate tools and equipment. Positions in this classification frequently bend, stoop, kneel, and reach to perform assigned duties. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 40 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL CONDITIONS

Employees predominately work indoors in an office or other County facility environments, and typically during non-standard hours with frequent exposure to dirt, dust, and hazardous substances; occasionally works outdoors in all weather conditions and temperatures with infrequent exposure to airborne hazardous substances.

WORKING CONDITIONS

Must be willing to work outdoors in all weather conditions and to work evening shifts, standby, and overtime as necessary.

Education and Experience:

~~Three years of experience in janitorial or custodial work at a level equivalent to the~~

~~County's classes of Custodian or Senior Custodian.~~

~~**NOTE:** The above qualifications are a typically accepted way of obtaining the required knowledge and skills.~~