POSITION DESCRIPTION
CUSTODIAL SERVICES SUPERVISOR
Division of Facilities Management - Capitol Position
Position number 304548

Position Summary

Under the direction of the Custodial Services Program Supervisor, this position is responsible, seven days a week, as the Custodial Services Supervisor for the development, implementation and evaluation of the planned custodial services cleaning and preventative maintenance programs. Responsibilities include the supervision of subordinate custodians, limited term employees, and other custodial program employees.

Time % Goals and Worker Activities/Objectives

65% A. Responsible for the management of the custodial activities in the Capitol, which includes the interpretation and implementation of division policies, procedures and directives.

A1. Responsible for developing a planned custodial cleaning preventative maintenance program for the Capitol building with specific consideration for special cleaning projects and public events.

A2. Responsible for supervision of all aspects of Capitol cleaning operation. Plan, schedule and assign work to subordinates for daily custodial cleaning and preventative maintenance work assignments. Establish housekeeping, public hall and custodial maintenance areas. Assign custodial personnel as necessary.

A3. Recommend changes to policy and procedure and update custodial operation procedures to ensure reliable services.

A4. Respond to tenant concerns and report on outcome to Custodial Manager.

A5. Develop and maintain custodial cleaning plan, emphasizing special cleaning needs of antique furnishings, wall coverings, carpets, antiques Persian rugs, and unique marble floor surfaces.

A6. Develop procedures for proper equipment use, oversee and train employees in proper use of equipment and chemicals. Participate in testing new cleaning methods, products and equipment.

A7. Monitor Capitol Building security precautions and act according to division policy and provide recommendations for adjustment when necessary.

15% B. Recommend hiring, dismissing, disciplining, evaluating performance, and settling grievances.

B1. Supervise, recommend discipline and carry out department personnel policies for assigned custodial staff.

B2. Interview, select, and schedule LTE staff and recommend selection for hire.

B3. Responsible for inspection of subordinates work to ensure that custodial requirements and procedures are followed. Works with Custodial Manager to evaluate and assure the success of the custodial program.

B4. Maintain accurate time reports of employees, schedule vacations and sick leaves.

15% C. Assist Custodial Manager in planning and management of Capitol custodial program. Responsible for maintaining accurate records related to the custodial operation.

C1. Works with Custodial Manager to develop, prioritize and specify equipment and supplies for the Capitol budget

C2. Prepare purchase requisitions for custodial equipment, spare parts and supplies to maintain a substantial inventory to meet the daily cleaning, sanitation and preventative requirements.

C3. Keep routine and preventative maintenance records of equipment repairs and routine maintenance. Operate and update, on a computer system, all reports, leave accounting records, purchase requisitions and maintain other essential custodial and related records/reports. Maintain records of quality inspections.

C4. Check for needed building and equipment repairs and write work orders.

C5. Other work assigned may include tasks not specifically enumerated above which are of a similar kind and level.

5% D. Perform work similar in nature to those employees supervised.

Knowledges, Skills, and Abilities:

- Demonstrated supervisory and training skills necessary to direct the work of others, effectively resolve performance concerns, and evaluate performance standards
- Ability to operate the following equipment: buffer, autoscrubber, mop & bucket, cherry picker, high lift and vacuum.
- Knowledge of the methods, tools, supplies and equipment utilized in a comprehensive custodial operation
- Knowledge of occupational hazards and safety procedures related to use of cleaning tools, cleaning supplies, and all power equipment
- Ability to set-up, document, and implement required safety training for all custodial employees.
- Ability to develop appropriate work plans, anticipate seasonal conditions, set priorities, coordinate multiple tasks and assign work to effectively accomplish desired outcomes
- Working knowledge of Microsoft Office Suite
- Knowledge or ability to learn relevant software and/or computer languages in order to operate preventative maintenance, work order, time reporting and inventory control programs
- Knowledge of mathematical skills necessary to prepare cost estimates, maintain inventories and reconcile charge-back documents
- Interpersonal and communication skills

Required: The ability to hold and maintain a valid driver's license meeting the criteria for driving a state vehicle

Physical Demands: Ability to grasp, lift and/or carry tools, equipment or supplies, up to 75 pounds on a regular basis, physically be able to work in various positions, e.g., with arms above your head for periods of time; bending, twisting, crawling, squatting, climbing, stooping or kneeling; on scaffolding, ladders or stairs; standing, sitting or walking, while continuously performing job functions, & ability to wear protective equipment, e.g., respirator, breathing apparatus, hearing, or eye protection, etc.

Working conditions and environment: Physically be able to work in various environments without adverse physical reaction, e.g.; within extreme temperature ranges; in hot, noisy, dirty or dust-filled areas; at heights above 30 feet, etc.