



JOB SPECIFICATION
CUSTODIAL SUPERVISOR

Code 18340
Grade GS 46

General Purpose

Under general supervision, supervise operations on multiple shifts to maintain the cleanliness of City buildings and grounds.

Typical Duties:

Oversee, schedule and monitor custodial services through subordinate shift supervisors. Involves: Assign and schedule work to ensure continuous coverage of shifts. Perform random inspection of facilities and identify areas needing improvement, address deficiencies with supervisors and follow-up on results. Prepare annual estimates of custodial supplies, materials and equipment needs for the budget process. Order and maintain an adequate inventory of custodial supplies. Oversee the work of contract custodial personnel. Maintain files and records related to purchases and employee or contractor performance.

Supervise and coordinate the daily work of subordinate supervisors and custodial personnel. Involves: Assign, schedule and monitor work. Appraise employee performance and review those of subordinates. Oversee personnel issues, motivate and maintain supervisor-subordinate harmony. Identify and resolve staff differences, conflicts and deficiencies. Train new employees. Interview applicants; effectively recommend hiring, discipline, termination, merit pay or other employee status changes subject to management approval. Enforce personnel rules and regulations, and work behavior standards firmly and impartially. Track attendance and approve/disapprove leave requests. Promote the observation of safe work practices at all times.

Interact with public officials, vendors, contractors, tenants, other departments or the general public. Involves: Provide accurate information to inquiries, resolve problems, respond to complaints and take corrective action. Inform contractor of complaints and follow-up on status of corrective action.

Perform related duties as required. Involves: Perform duties of subordinate personnel as necessary to ensure continuity of operations during absences.

Knowledge, Skills, and Abilities

- Application of considerable knowledge of relevant federal, state and local laws and regulations related to building cleanliness.
- Application of considerable knowledge of the use and handling the tools and equipment of the trade, cleaning practices, and occupational health and safety standards.
- Application of some knowledge of supervisory techniques and effective customer service practices and procedures.
- Application of some knowledge of personal computers and software applications and record keeping.
- Interpret and analyze technical data and information for decision-making purposes.
- Establish and maintain effective working relationships with officials, employees, other departments, regulatory agencies, vendors, contractors and the general public.
- Safely operate City vehicles, standard office equipment including personal computers and safely work in a variety of facilities, circumstances and situations.
- Express oneself clearly and concisely, orally and in writing.



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Other Job Characteristics

- Occasional exposure to extreme weather conditions and infectious disease.
- Some positions must pass a criminal background check and obtain and maintain federally mandated security clearance for working at an airport.

Minimum Qualifications

Education and Experience: A High School diploma or GED, and four (4) years of commercial custodial experience, including two (2) years of lead work experience.

Licenses and Certificates: None.