

# **LINN COUNTY CLASSIFICATION**

**TITLE: CUSTODIAL SERVICES SUPERVISOR**

**NUMBER: 810**

**PAY RANGE: 12**

**CATEGORY: MANAGEMENT/EXEMPT**

**APPROVAL ORDER**

**NUMBER: 2000-017**

**DATE: January 26, 2000**

GENERAL STATEMENT OF DUTIES/JOB OBJECTIVES: Schedule and supervise the custodial maintenance functions of County buildings; inventory and requisition supplies; review, evaluate and adjust procedures to meet the needs of facilities. Work is performed within established department policy and procedures, custodial maintenance reference materials, manufacturer equipment manuals, instructions for supplies.

SUPERVISION RECEIVED: Works under the direction of the General Services Director. Employee organizes work activities, consults Director regarding unusual situations and advises Director of progress.

SUPERVISION EXERCISED: Exercises supervision over custodial maintenance and support staff of custodians; participates in the selection of new personnel; assigns duties, provides training, schedules leaves of absence, resolves grievances, evaluates performance and recommends personnel transactions.

ESSENTIAL FUNCTIONS: A person employed in this classification must possess the capability to perform the following duties to be considered for this position. The duties are essential functions requiring the critical skills and expertise needed to meet job objectives. Additional specific details of these essential functions may be provided by the specific office or department job announcement, if applicable.

1. Supervise custodial maintenance support staff; assign employees regular or special project work area; review daily progress of work activity, offer training assistance if needed, and determine best solution when problems arise.
2. Participate in basic cleaning of County buildings: clean, mop, strip, wax and buff floors; shampoo carpets; wash windows, blinds, walls, ceilings; clean and disinfect restrooms, dust and clean furniture, refill supplies; recycle office paper and cardboard.
3. Inventory and requisition supplies. Mix cleaning solutions. Establish and maintain custodial maintenance recordkeeping. Monitor fiscal expenditures; compile figures to develop budget.
4. Evaluate work performance of the custodian staff.
5. Direct visitors to appropriate meeting locations. Secure buildings at end of shift.
6. Represent custodial division with sales representatives and vendors.
7. Develop and maintain effective, harmonious and reasonable work relationships with others.
8. Maintain regular and predictable work attendance.

OTHER FUNCTIONS:

9. Other duties as assigned.

RECRUITING REQUIREMENTS: (Additional specific details may be provided by the specific office or department job announcement, if applicable).

KNOWLEDGE, SKILL AND ABILITY: Reasonable knowledge of cleaning methods, procedures, equipment and supplies used in custodial maintenance in an institution or on a large scale. Reasonable knowledge of safety hazards and precautions.

Skill in performing minor repairs and adjustments to building fixtures and custodial equipment; operation of power cleaning equipment.

Ability to determine time and materials for a given project; supervise building custodial functions and subordinate staff and to establish and direct approved work safety standards; communicate effectively in both oral and written forms; make decisions independently in accordance with established policy and procedures, establish new policies when applicable, and use initiative and judgement in completing tasks and responsibilities; meet and deal courteously and effectively with co-workers and public.

EXPERIENCE, EDUCATION AND TRAINING: Three years of progressively responsible experience in custodial maintenance, including one year supervisory/leadworker experience. Graduation from a senior high school or any satisfactory equivalent combination of experience, education and training which demonstrates the ability to perform the work described.

NECESSARY SPECIAL REQUIREMENTS: Possession of a valid Oregon Motor Vehicle Operator's License and an acceptable driving record.

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work is performed indoors and is physically demanding. Requirements include the ability to see, talk and hear; sit, stand and walk; bend, stoop and kneel; push and pull; use hands to handle or operate objects, tools or controls; reach with hands and arms. The work requires the ability to lift or move sixty (60) pounds. Work is performed in an environment that involves everyday risks or discomforts requiring safety precautions.

