



BOONE COUNTY JOB DESCRIPTION

JOB TITLE: <u>Custodial Supervisor</u>	NEW: <u>X</u>	REVISED: <u> </u>
<small>(Please check one)</small>		
REPORTS TO: <u>Director, Facilities Maintenance</u>	FLSA: <u>Non-Exempt</u>	DATE: <u>08/2021</u>
DEPARTMENT: <u>Housekeeping</u>	JOB CODE: <u>803</u>	

SUMMARY:

With limited supervision, oversees, supervises, schedules, and coordinates the activities of employees that clean and maintain County buildings, and performs cleaning tasks to maintain schedules and assist staff.

ESSENTIAL FUNCTIONS:

*Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. This list of tasks is ILLUSTRATIVE ONLY and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this class.*

Supervises employees in the Housekeeping Department; interviews and hires new employees; coordinates and conducts ongoing training for employees and provides instructions and “on-the-job” training to staff; inspects completed work for conformance to standards; administers disciplinary action and resolves workers’ problems or consults with Director or Human Resources; records employees’ hours worked on timecards or time sheets.

In the absence of a full staff, cleans and polishes lighting fixtures, marble surfaces, and trim; cleans rooms, hallways, lobbies, lounges, rest rooms, corridors, elevators, stairways, locker rooms, and other work areas; sweeps, scrubs, waxes, and polishes hard floors; vacuums rugs, carpets, upholstered furniture, and draperies; dusts furniture and equipment; polishes metalwork; washes walls, woodwork, windows, door panels, and sills; empties wastebaskets and cleans ashtrays. Transports trash to waste disposal area; replenishes bathroom supplies and replaces light bulbs.

Maintains custodial reports, time sheets, and inventory of supplies.

KNOWLEDGE AND SKILLS:

1. Advanced knowledge of cleaning processes and techniques.
2. Advanced knowledge of scheduling and supervisory approaches and techniques.
3. Advanced knowledge of Boone County Human Resources policies and procedures
4. Advanced knowledge of safety rules governing the use of equipment and hazardous materials.
5. Advanced skill in custodial cleaning techniques.
6. Advanced skill in operating cleaning equipment and supplies.
7. Advanced skill in organizing and scheduling work.

PHYSICAL DEMANDS:

Position requires CONTINUOUS talking and hearing side-to-side turning of neck, walking, standing, bending and stooping, pushing/pulling, twisting at waist, moderate wrist torque to twist equipment knobs, operate mechanical equipment; and performing work in unusual and sometimes difficult positions. Must have clarity of vision, three-dimensional vision, precise hand-eye coordination, and ability to identify and distinguish colors. FREQUENT squatting, kneeling, reaching above and at shoulder height, moderate grasping to manipulate objects; lifting objects weighing 50 lbs. from below waist to above shoulders and transporting distances up to 50 feet; sitting, upward and downward flexion of neck; fine finger dexterity and light to moderate finger pressure to manipulate equipment controls, and other office equipment; pinch grasp to manipulate writing utensils. Ability to operate a motor vehicle.

WORK ENVIRONMENT:

May be exposed to wet/humid conditions, inclement outdoor weather, vibration, extreme temperatures, mechanical oils, airborne particles/fumes, moving mechanical parts, potentially hazardous bodily fluids, or potentially hazardous or cancer-causing agents/chemicals. Exposed to moderate noise levels. This position is routinely in contact with the public, other Boone County employees, elected officials, and members of other entities.

MINIMUM QUALIFICATIONS:

High school diploma or GED and five years custodial and/or supervisory experience.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.