



CLASS SPECIFICATION FOR:  
**Senior Custodial Supervisor**

**General Statement of Duties:**

Schedules and supervises the custodial work for a large number of custodial staff and external service providers in a large facility or a number of facilities; does related work as required.

**Distinguishing Features of Class:**

Performs supervisory work for staff and external service providers engaged in the custodial care of a major facility or a number of facilities; develops schedules, assigns and inspects work; tracks and reports time; participates in the recruitment of new staff; responsible for training, coaching, discipline and completing performance appraisals for assigned staff; responsible for job related supplies including tracking quantities and ordering to maintain proper inventory levels; and ensures all work is conducted safely and within appropriate regulatory (e.g. EPA, OSHA, VOSH) guidelines as well in a timely manner necessary to support assigned facility/facilities' operations. Work is performed under general supervision with only unusual problems referred to the supervisor.

**Examples of Assigned Duties** (*illustrative of the types and scope of duties and responsibilities assigned to positions in this class*):

- Supervises a large custodial staff and external service providers on a regular basis to ensure adequate coverage is provided not only for normal operating hours but also for special events, meetings and classes;
- Develops work schedules, assigns work and makes adjustments to schedules and work assignments as necessary to ensure custodial services effectively support the operations and occupants of assigned facility/facilities;
- Responds to and appropriately resolves customers' complaints relative to custodial services;
- Inspects work in progress and completed to ensure conformance with instructions and standards;
- Ensures all work is conducted safely and within appropriate regulatory (e.g. EPA, OSHA, VOSH) guidelines;
- Approves timesheets and leave requests for assigned custodial staff;
- Keeps records of time worked and leave taken (e.g. annual, sick etc.) and maintains up to date records for assigned custodial employees;
- Participates in the recruitment and hiring process;
- Trains, coaches, disciplines and provides feedback to assigned staff, including but not limited to conducting performance appraisals, and recommends termination when necessary;
- Trains employees in County standards, safe work practices, and environmentally safe work practices;
- Maintains job related inventories and supplies including but not limited to tracking quantities and ordering to maintain proper inventory levels;
- Develops inventory projections and other custodial related cost projections for the budget and manages inventory and costs within approved budgets;
- Initiates work orders for service and/or repairs at assigned facility/facilities and follows-up on the satisfactory completion of work orders;
- Prepares data and reports as needed;
- Opens the facility, deactivates the alarm system and checks to insure that the facility is in proper operating condition;
- Secures the facility after closing and activates the alarm system;
- Responsible for the proper maintenance of and repair of job related equipment, including training staff on the proper maintenance and repair of job related equipment;
- May perform or assist with more complex custodial activities as needed;
- Performs minor repair work as needed such as installing new washers, tightening screws in faucets, opening up stopped up toilets and repairing and adjusting kitchen appliances;
- Performs necessary grounds maintenance, as season requires;
- Returns to facility after hours when called to clean up after vandalism or other emergency;
- Provides back-up support and assistance to the Maintenance Supervisor and acts as Maintenance Supervisor during absences;
- Performs other duties as assigned.



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**Required Knowledge, Skills and Abilities:**

Considerable knowledge of equipment and cleaning compounds to be used and of the possibility of damage to colors and various kinds of finishes and surfaces; good general knowledge of the best practices of the trade including grounds maintenance practices; good general knowledge of the operation of various building systems; good general knowledge of grounds maintenance practices; ability to keep records and make reports; ability to order or request necessary appliances, equipment and cleaning materials in writing; ability to plan and supervise the work of others; physical condition that will permit heavy lifting and pushing, reaching, stooping, climbing ladders and work under adverse temperature and/or weather conditions; considerable tact and patience to deal with the public; sound decision making skills with the ability to research pertinent information, analyze the information obtained, and to arrive independently at a logical conclusion; good oral and written communication skills sufficient for training staff and giving clear directions as well as interacting with building occupants and service providers; ability to work with a minimum of direct supervision; ability to understand and carry out oral and written directions; and knowledge of or familiarity with computer with demonstrated proficiency to order supplies, track employee records, and enter and retrieve data on a computer.

**Minimum Education and Experience:**

Education: Completion of high school;

Experience: Two (2) years relevant experience as a custodian which includes one (1) year supervisory experience responsibilities for a custodial staff/services at a large facility;

OR: Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

**Additional Requirements:**

NOTE: Effective 4/1/2009 County Ordinance 1128 requires a criminal history record check and fingerprinting of all employees in authorized and hourly safety sensitive positions.

- Valid driver's license.