

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS106460
DIVISION OR INSTITUTION General Services Division	UNIT OR OFFICE Properties & Facilities	COUNTY OF EMPLOYMENT Franklin

POSITION NUMBER 20005715	<input type="checkbox"/> Reclassification <input type="checkbox"/> New Position <input checked="" type="checkbox"/> Update		Position Hyperlinked to <input type="checkbox"/> Agency Organizational Tree	
	USUAL WORKING TITLE OF POSITION Custodial Work Supervisor		POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR 20005791 Administrative Officer 1	
	<input checked="" type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Intermittent	<input checked="" type="checkbox"/> Classified <input type="checkbox"/> Unclassified <input checked="" type="checkbox"/> Essential	Overtime: <input checked="" type="checkbox"/> Eligible <input type="checkbox"/> Exempt If FLSA Exempt, exemption type:	Bargaining Unit 22  Page 1 of 1
	NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 4:00 pm      TO: 12:30 am      Report in location subject to change			

JOB DESCRIPTION AND WORKER CHARACTERISTICS		
%	Job Duties in Order of Importance	Knowledge, Skills & Abilities
65	Supervises lower-level custodial workers/staff performing custodial duties (e.g., cleaning offices, lobbies, & or rest rooms): provides clean & sanitary working environment for all tenants on daily basis; ensures all state policies & rules are adhered to; gives daily instructions & sets goals; completes & signs evaluations; instructs & initiates discipline; inspects quality & quantity of work performed by employees; inspects building for health & safety hazards, odors & pest control, maintaining safe work place; demonstrates proper use & care of equipment (e.g., commercial scrubbers, buffers, vacuum cleaners); assists with cleaning of building when needed; responds to systems emergency situations 24 hrs/day, 7 days/week which may require overtime or call back; required to wear pager &/or carry cell phone.	Knowledge of (1) cleaning practices & procedures; (2) supervision; (3) employee training & development; (4) lead work; (5) safety practices & procedures*; (6) inventory control. Skill in (7) operation of cleaning equipment & tools (e.g., commercial scrubbers, buffers, & vacuum cleaners). (8) operation of personal computer & associated software/hardware (e.g., Microsoft Word, Excel, Outlook). Ability to (9) count, do basic addition & subtraction; (10) comprehend short sentences with basic, concrete vocabulary; (11) complete routine forms; (12) maintain accurate records; (13) prepare meaningful, concise & accurate reports; (14) recognize safety warnings; (15) recognize unusual or threatening conditions & take appropriate action; (16) demonstrate physical fitness, & have ability to lift up to 50 lbs.
20	Trains custodial personnel in cleaning procedures & safety practices: ensures cleanliness of building & safety of employees: maintains inventory of all supplies keeping operating cost at minimum.	Knowledge of 1*, 2, 3, 4, 5*, 6 Skill in 7, 8 Ability to 10, 11, 12, 13, 14, 15, 16
10	Operates computer using appropriate software (e.g., Microsoft Outlook, Microsoft Word, Microsoft Excel): enters & retrieves data; maintains & keeps track of individual's personal time using Kronos Timekeeping system on computer.	Skill in 8
5	Inspects premises at end of cleaning session to ensure all tasks have been completed.	Knowledge of 1* Ability to 12, 13 *developed after employment
This position has been designated as essential.		

apd 8-28-09

List Position Numbers & Job Titles of Positions Directly Supervised: 20005716 Custodial Worker 20005718 Custodial Worker 20005719 Custodial Worker 20005800 Custodial Worker 20005803 Custodial Worker	SIGNATURE OF AGENCY REPRESENTATIVE 	DATE 8/28/09
---	--	-----------------