

<b>POSITION DESCRIPTION</b>		AGENCY/DEPT ID DAS106495
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 20005782 Administrative Officer 2	
	<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:
NORMAL WORKING HOURS (Explain unusual or rotating shift): FROM: 3:30 p.m.     TO: 12:00 a.m.     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.; (17) respond to systems emergency situations on 24X7 basis; (18) carry cell phone or wear pager.
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
This position has been designated as weather & disaster essential.		*developed after employment

Appl 12.9.10 (acc)

JOB CODE 42115	List Position Numbers & Job Titles of Positions Directly Supervised: 20005718 Custodial Worker 20005803 Custodial Worker 20005796 Custodial Worker 20005801 Custodial Worker	SIGNATURE OF AGENCY REPRESENTATIVE <i>Jeffrey Westhonen /cc</i>	DATE 12/7/10
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