

# POSITION DESCRIPTION

AGENCY/DEPT ID  
DAS106495

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
Properties & Facilities

COUNTY OF EMPLOYMENT  
Franklin

POSITION NUMBER  
20005715

Reclassification   
  New Position   
  Update   
 Position Hyperlinked to  Agency Organizational Tree

USUAL WORKING TITLE OF POSITION: Custodial Work Supervisor   
 POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR: 20005782 Administrative Officer 2

Permanent   
  Classified   
 Overtime:  Eligible   
  Exempt   
 Bargaining Unit 22  
 Temporary   
  Unclassified  
 Intermittent   
  Essential   
 If FLSA Exempt, exemption type:  
 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.

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

*Jeffrey Westhonen/cc*    2/2/10

*apl 2-14-10al*

JOB TITLE  
Custodial Work Supervisor

JOB CODE  
42115