100-100U

POSITION DESCRIPTION

AGENCY/DEPT ID DAS106495

DIVISION OR INSTITUTION	UNIT OR OFFICE	COUNTY OF EMPLOYMENT
General Services Division	Properties & Facilities	Franklin

POSITION NUMBER 20005793

☐ Reclassification ☐ New Position ☒ Update

Position Hyperlinked to ☐ Agency Organizational Tree

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

☒ Permanent ☐ Temporary ☐ Intermittent	☒ Classified ☐ Unclassified	Overtime: ☒ Eligible ☐ 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 TITLE Custodial Work Supervisor

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.	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, 9 Ability to 9, 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 essential.

JOB CODE 42115

apd 2-14-10 cl

List Position Numbers & Job Titles of Positions Directly Supervised:	SIGNATURE OF AGENCY REPRESENTATIVE	DATE
20005796 Custodial Worker 20005801 Custodial Worker	Jeffrey Westhoven/cc	2/2/10