

COUNTY OF SOLANO
CUSTODIAL SUPERVISOR

DEFINITION

Supervises and coordinates the activities of the custodial staff to ensure that a clean work environment is maintained in all County buildings; performs various supervisory tasks including performance evaluations, inventory and equipment control, selection, budgetary management, and coordination of work schedules; serves as a member of the department's management/supervisory team.

CLASS CHARACTERISTICS

This is a single position, first-line supervisory class responsible for supervision and inspection of work performed by the custodial staff in all County buildings. This class is distinguished from the Real Estate and Park Services Manager in that the latter has full responsibility for all sections of the Real Estate and Park Services Division.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Real Estate and Park Services Manager.

Exercises supervision over assigned custodial staff.

EXAMPLES OF DUTIES *-Duties may include but are not limited to the following:*

Supervises all assigned employees in the daily cleaning and light maintenance activities of County Buildings; ensures quality control and maintains established cleaning standards.

Evaluates employees' performance and inspects work sites for safety hazards.

Interviews, selects, and assigns new employees; provides training to employees as necessary in proper cleaning methods, procedures and department policy; assists employees with work problems, unusual cleaning problems, or related issues.

Coordinates and delegates work assignments and rotates assignments as needed based on availability of personnel and cleaning demands in specific areas; establishes overall work priorities.

Prepares area budget utilizing related reports and information; maintains fixed asset inventory for the custodial section; prepares cost estimates for specific projects; monitors budget expenditures ensuring compliance with budgetary rules and regulations.

Receives and directs response to calls for service from County departments; performs follow-up to ensure situation is resolved.

Drafts various written correspondence, reports, and related documents; performs other administrative tasks as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Modern cleaning procedures, equipment, and supplies used in commercial buildings and large office complexes.

Elements and methods of supervision and training of employees.

Public administration including budgeting and program evaluation.

Laws and regulations relating to health and safety in the work place.

Business mathematics.

Inventory management and control.

Skills to:

Utilize basic office and cleaning equipment.

Drive a motor vehicle.

Ability to:

Plan, organize and direct the operations of the custodial branch.

Understand and explain laws, regulations and policies governing custodial services.

Develop and implement operational procedures.

Identify and analyze operational problems and implement changes.

Communicate effectively both verbally and in writing with people of diverse socio-economic backgrounds and temperaments.

Establish and maintain cooperative working relationships.

Understand service objectives in relation to departmental goals and procedures.

Develop goals and objectives.

Prepare budgets, narrative and/or statistical reports.

Understand and analyze expenditure reports.
Maintain accurate records and document actions taken.

Interview individuals to recommend personnel actions.

Organize and prioritize work assignments.

Research regulations, procedures and materials used in cleaning.

Determine and evaluate levels of achievement and performance.

Interpret administrative direction and incorporate it into operational policy and procedure.

Experience and Education/Training

Experience:

Four years of custodial experience, two of which included lead responsibilities.

Education/Training:

High school diploma or equivalent.

SPECIAL REQUIREMENTS

Possession of a valid Class C California driver's license is required.

SUPPLEMENTAL INFORMATION

Independent travel is required.

Incumbents may be required to work outside normal business hours.

Applicants may be required to pass a criminal background investigation in accordance with applicable policy.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching,

and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require visual perception and discrimination. Some tasks require oral communications ability.

Environmental Factors: Incumbents must be able to work in an environment that may include exposure to adverse weather conditions, dirt, dusts, disease, and chemical exposures.

Director of Human Resources

Revised Date: November 2002

BOS Date: June 30, 2003

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