

ISLAND COUNTY
SUMMARY JOB DESCRIPTION

POSITION: CUSTODIAL WORKING SUPERVISOR – Facilities Dept.

POSITION NUMBER:

CURRENT EMPLOYEE:

ANNUAL HOURS WORKED: 2080

1.0 MAJOR FUNCTION AND PURPOSE

1.1 Employee in this position is responsible for maintaining the quality and efficiency of cleaning services in the Island County buildings, by supervising and participating in the assigned work of the custodial crew.

2.0 SUPERVISION RECEIVED

2.1 Employee in this position is given significant discretion, within the scope of policy and regulations, in the routine performance of his/her duties; supervision and guidance are received from the Facility Director or designee.

3.0 SUPERVISION EXERCISED

3.1 Employee in this position serves as the on-site Island County custodial crew supervisor. As such is expected to train new custodians, assign custodial work locations and duties, monitor and review work, document performance problems if necessary, provide coaching and counseling to custodial staff.

4.0 SPECIFIC DUTIES AND RESPONSIBILITIES

4.1 Schedule and performs, as a working supervisor the work of scrubbing, stripping, waxing and buffing floors; cleaning and restocking restrooms, vacuuming and extracting carpets, trash removal, minor repairs, and performing all other duties assigned.

4.2 In concert with the Facilities Director or designee, develop performance expectations and prepare written appraisals of custodial staff, prioritize and assign work locations and duties for custodial staff.

4.3 Expected to be able and ready to visit/work at all Island County work sites, including Camano Island on a periodic basis.

4.4 Assist in evaluation of equipment and products and make recommendations for their purchase and use.

4.5 Ensure the safety of the building and equipment used, by reporting building mechanical or equipment maintenance needs, and performing minor maintenance when possible.

4.6 Capable of using light/heavy machinery and/or equipment.

4.7 Knowledgeable in correct use of hazardous chemicals.

4.8 Perform other tasks as directed

5.0 DESIRABLE QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES

5.1 Valid Washington Drivers License.

5.2 Minimum 2 years supervising work crews.

5.3 Knowledge of safety methods and practices for lifting heavy and awkward objects, up to 100 lbs +.

5.4 Knowledge of safety practices related to use of cleaning chemicals, including experience using Material Safety Data Sheets (MSDS).

5.5 Familiarity with tools, instruments, equipment and techniques commonly used in the performance of related tasks. Familiarity with custodial and maintenance practices and use of chemicals in floor and carpet care and disinfectant bathrooms.

5.6 Ability to train and coach other staff in work practices and procedures and to effectively communicate with others for purposes to establish clear work standards and expectations.

5.7 Maintain a high standard for accuracy, completeness and efficiency in the preparation of reports.

5.8 Ability to quickly grasp new techniques, deal with rapid changes in events, remain calm, professional manner.

5.9 Understand the need for maintaining confidentiality of sensitive information.

5.10 Independent and self-motivated to complete required deadlines while simultaneously completing other tasks.

6.0 EDUCATION, EXPERIENCE AND CERTIFICATES

6.1 High school diploma or equivalent and as otherwise indicated.

6.2 A minimum of five years of directly related experience in the custodial field, including at least two years supervising a custodial crew in a high-use public, commercial or institutional building which includes both hard floor surfaces and carpets.

6.3 Ability to successfully complete various training classes and obtain certificates necessary for functional skills performance, maintenance and improvement.

6.4 Ability to pass a background check.

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE EMPLOYER AND EMPLOYEE, AND IS SUBJECT TO CHANGE AS THE NEEDS OF THE EMPLOYER AND REQUIREMENTS OF THE JOB CHANGE.

DATE

DEPARTMENT HEAD

DATE

EMPLOYEE