

**Title:** Custodial Supervisor  
**PG:** 31  
**Status:** Civil Service  
**Position Reports to:** Facilities Maintenance Manager  
**Department:** Public Works

**Class Code:** 8092  
**Date:** 09/08

### **GENERAL DESCRIPTION OF CLASS:**

This is a salaried supervisory position responsible for the direction of activities in the Public Works Department's Facilities Maintenance Divisions janitorial section. The Custodial Supervisor is responsible for planning, organizing, supervising and participating in the performance of a variety of cleaning tasks performed in and around public buildings and structures. Supervision is exercised over subordinate foreman and custodial employees. A significant degree of initiative and independent judgment must be used by the Custodial Supervisor and in the application of City policies. Work is performed independently within established policies and procedures and is reviewed by superiors through conferences, reports and results obtained.

### **ESSENTIAL FUNCTIONS:**

1. Assists in the management of the operation of the Facilities Maintenance Janitorial section.
2. Assists in coordination of the development of division safety programs.
3. Assists in the preparation and administration of the Facilities Maintenance Division budget.
4. Periodically assists in the evaluation of the cost of providing services or the performance of certain work assignments in comparison with the cost if done under private contract.
5. Supervises, directs and advises the custodial staff; manages personnel and resources, assists in developing schedules for division work programs.
6. Prioritizes daily duties and assignments of the section given the changes in daily workload, and delegates duties to the staff in a manner which insures an equitable distribution of the workload and effective cross-training.
7. Assures that City policy with regard to work and safety principles are accurately and consistently applied to the process by establishing procedures, reviewing the work of subordinates for compliance with those procedures, and answering questions.
8. Trains and instructs custodial workers in proper methods and procedures of custodial work.
9. Orders and maintains an inventory of various custodial equipment and supplies.
10. Supervises minor maintenance on equipment.
11. Prepares and maintains necessary records and reports.

### **ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

### **KNOWLEDGE, SKILLS & ABILITIES:**

1. Thorough knowledge of modern principles and practices of management as applied to the janitorial maintenance of buildings and facilities.
2. Knowledge of the materials, methods and practices used in cleaning and related custodial operations.
3. Knowledge of the operation and maintenance of vacuum cleaners, scrubbing machines, polishing machines and other custodial equipment.
4. Ability to plan, organize, schedule and coordinate diverse janitorial projects and activities, and provide for the effective utilization of personnel and resources.
5. Ability to meet deadlines and stay calm under stressful situations.
6. Ability to effectively supervise, interact with, and motivate a group of subordinates possessing diverse personality traits.
7. Ability to train and evaluate performance of subordinates and to communicate concerns about performance in an encouraging manner.

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8. Ability to adhere to developed standards, policies, and procedures and to make independent judgments as to application of established policies or procedures to unforeseen circumstances and resolve problems that may arise during the course of business.
9. Ability to delegate authority and responsibility and to schedule work on a long-term basis.
10. Ability to establish and maintain effective working relationships with co-workers, other City employees and the general public.
11. Ability to communicate effectively both verbally and in writing, to include preparation and presentation of reports to supervisor or administrative staff.
12. Ability to represent the City and the Public Works Department in a professional, courteous and helpful manner at all times.
13. Ability to guide the interaction of the Facilities Maintenance Division with other functions of the Public Works Department as a cohesive team.

**QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):**

1. High School Diploma or G.E.D. required.
2. Eight (8) years of experience in custodial or related field, including four (4) years of supervisory experience.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Completion of City University Level two (2) or completion within twelve (12) months.

**SPECIAL REQUIREMENTS:**

1. Must possess a valid state of Florida driver's license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.