

**Title:** Operations Support Supervisor I  
**PG:** 24  
**Status:** Civil Service  
**Position Reports to:** Designated Supervisor  
**Department:** Various

**Class Code:** 8030  
**Date:** 09/08

### **GENERAL DESCRIPTION OF CLASS**

This is responsible supervisory work in the performance of cleaning and grounds maintenance work. Work involves responsibility 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 custodial employees. Work is performed independently within established policies and procedures and is reviewed by superiors through conferences, reports and results obtained.

### **ESSENTIAL FUNCTIONS:**

1. Plans, organizes, supervises and participates in the work of custodial employees engaged in sweeping, dusting, waxing, mopping and scrubbing, washing windows, walls, floors, furniture and other equipment in and around public buildings and grounds.
2. Trains and instructs custodial workers in proper methods and procedures of custodial work.
3. Supervises and assists in loading, unloading, and moving of supplies, equipment and furniture.
4. Orders and maintains an inventory of various custodial equipment and supplies.
5. Supervises or performs minor maintenance on equipment.
6. Prepares and maintains necessary records and reports.

### **ADDITIONAL RESPONSIBILITIES:**

1. Performs related work as required.

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

1. Knowledge of the materials, methods and practices used in cleaning and related custodial operations.
2. Knowledge of the operation and maintenance of vacuum cleaners, scrubbing machines polishing machines and other custodial equipment.
3. Ability to plan, assign and supervise the work of subordinates engaged in a variety of custodial tasks.
4. Ability to train employees in cleaning and related work.
5. Ability to establish and maintain effective relationships with subordinates other employees, supervisors and the public.
6. Ability to understand and follow oral and written instructions.

### **WORKING ENVIRONMENT/CONDITIONS:**

Requires manual work that involves walking or standing most of the time, exerting up to 40 pounds of force on a recurring basis, lifting 70 pounds, and routine keyboard operations.

The job risks exposure to inclement weather, toxic fumes and noxious odors, cold/hot temperature, wet/humid conditions and environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of taste, sense of smell, depth perception, and texture perception.

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

1. Completion of eight (8) school grades.
2. Two (2) years of experience in custodial or related field, including one (1) year of supervisory experience.
3. Completion of City University Level one (1) or completion within twelve (12) months.

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4. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.

**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.