



CITY OF POCATELLO CLASSIFICATION SPECIFICATION

Custodian Supervisor

Department: Housekeeping

Reports to: Building Official

Pay Grade: H07

Date Established: 3/2014

Date Revised: 12/2017

FLSA Status: Non-Exempt

CLASSIFICATION SUMMARY

The Custodian Supervisor is responsible for the overall custodial work and crews in assigned buildings to maintain a clean, sanitary, and safe environment. This job responds to special requests from City officials and employees, ensuring the requests are carried out. This job supervises the Lead Custodian position and other Custodians.

The job requires knowledge of building cleaning and maintenance skills, employee training and supervisory skills, and the ability to operate the tools and equipment required to complete the assigned tasks. The job requires the ability to maintain a collaborative and cooperative working relationship with elected and appointed officials, other City employees, other organizations, and the general public.

The work environment includes a public building cleaning and maintenance environment. The job requires operating electrically powered cleaning equipment and cleaning substances that may involve related hazards.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

Supervises the overall custodial and maintenance duties for assigned City buildings. Supervises, schedules, and trains staff.

Directs and assists with cleaning and maintenance in assigned buildings including sweeping, mopping, and vacuuming floors and carpets. Dusts and wipes off furniture, fixtures, and surfaces. Directs and assists with cleaning restrooms, hallways, offices, meeting, and other public rooms. Cleans interior and exterior glass surfaces.

Monitors HVAC functions such as building temperatures.

Responds to special requests and coordinates special cleaning projects with individual offices.

Inspects work of cleaning crews to ensure work is done according to standards.

Maintains inventory of cleaning supplies, including purchasing cleaning and maintenance supplies.

Maintains and repairs custodial equipment. Determines when equipment must be sent out for repair. Ensures custodial equipment is in working order.

Trains staff in cleaning methods and equipment operation. Monitors work for compliance with safety and work standards.

Performs minor plumbing and electrical maintenance and repairs, including painting.

Cleans and sanitizes restroom areas, including toilets, sinks, mirrors, privacy dividers, walls and floors. Maintains supply levels in restrooms, including toilet paper, paper towels, and soap.

Empties and cleans trash containers, including transporting bagged waste to outside trash receptacles. Separates recyclables.

Cleans light fixtures and replaces bulbs and/or ballasts. Cleans and polishes mirrors, wood, and other special reflective and decorative surfaces.

Cleans spills, spot cleans carpets, and removes graffiti as needed.

Sets up for and breaks down after special events.

Performs other duties as assigned. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this position at any time.

CLASSIFICATION REQUIREMENTS

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

Knowledge of:

- Methods, materials, tools and standard practices of cleaning and maintaining public buildings;
- Preparation, use, and disposal of chemical cleaning agents;
- Appropriate use of cleaning agent for varied surface types;
- Safety procedures when cleaning and moving furniture;
- Building trade skills, including but not limited to, electrical, plumbing, carpentry, mechanical, painting, and HVAC;
- Employee supervision and training methods, techniques, and objectives;
- Inventory control procedures, including purchasing;
- City policies regarding safe work practices.

Skill and Ability to:

- Supervise and perform custodial, maintenance, and cleaning tasks in an assigned building to maintain a clean, sanitary, and safe environment;
- Operate, maintain, and repair powered custodial equipment including, but not limited to, vacuums, strippers, waxers, buffers, shampoo cleaners, extractors, and power washers;
- Operate hand cleaning equipment including, but not limited to, brooms, dust and wet mops, dust pans, and dusters;
- Operate hand and power tools;
- Maintain and perform minor repairs on electrical, plumbing, mechanical, HVAC, and related operating systems;
- Operate a personal computer and job-related software and applications;
- Supervise, schedule, and train employees;
- Maintain a professional demeanor at all times;
- Communicate effectively in the English language at a level necessary for efficient job performance;
- Perform all duties in accordance with City policies and procedures with regard for personal safety and that of other employees and the public.

ACCEPTABLE EXPERIENCE, TRAINING, LICENSES AND/OR CERTIFICATIONS

- High school diploma or GED; and
- Idaho driver's license is required;
- Two (2) to three (3) years of building maintenance experience is preferred.

An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

PHYSICAL REQUIREMENTS

While performing the duties of this classification, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, climb ladders, work at heights, and in confined spaces. The job requires hand/finger dexterity to handle materials, manipulate tools, keyboard, and reach with hands and arms. The job requires operation of job-related equipment. The employee must occasionally lift and/or move up to 50 pounds with assistance. Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.