

CITY OF GLENDALE

TITLE:	Custodial Supervisor	CLASS CODE:	905
REPORTS TO:	Facilities Management	GRADE:	21
DEPARTMENT:	Field Operations	FLSA:	E
JOB SPECIFICATION DATE: July 1, 2005 bwg			

JOB SUMMARY:

Supervises an assigned work group performing custodial care services for city buildings.

ESSENTIAL FUNCTIONS:

1. Schedules, assigns, supervises, inspects and evaluates the work of an assigned custodial crew.
2. Coordinates, schedules, crews and activities with other shifts, departments and work groups and adjusts work schedules as necessary.
3. Maintains Work logs and records, including floor work and carpet care schedules, supply inventory and THE calendar of set-up requests.
4. Monitors the budget for area of assignment and participates in the development.
5. Monitors inventory and orders supplies as necessary.
6. Coordinates safety training and meetings to comply with OSHA (Occupation Safety and Health Act) and EPA (Environmental Protection Agency) guidelines.
7. Develops and maintains up to date MSDS (Materials Safety Data Sheets) throughout various city locations.
8. Receives and resolves customer complaints and problems.
9. Makes recommendations for purchases to the superintendent of facilities management.
10. Administers the work agreements of custodial contractors.
11. Develops and maintains an effective safety program; holds monthly safety meetings.
12. Meets with vendors to inspect and test new or different products and equipment.
13. Prepares monthly reports work reports and other technical and statistical reports.
14. Prepares weekly payroll forms for custodial and contract staff.
15. Coordinates building security programs and enforces energy Conservation policies of the city.
16. Prepares performance plans and conducts employee appraisals.
17. Develops custodial cleaning routines and establishes the frequency of tasks to be performed.

SECONDARY FUNCTIONS:

18. Applies pest control products as necessary.
19. Performs other related duties as required.

KNOWLEDGE, SKILLS, ABILITIES:

Knowledge of:

Methods, materials and equipment used in custodial work.
Principles of contract administration.
City codes, policies and procedures.
Building maintenance and concise reporting.
Basic supervisory skills

Ability to:

Plan, prioritize, schedule, assign and supervise the work of custodial crews.
Prepare and maintain accurate work reports and records.
Establish an effective working relationship with subordinates and others.
Communicate effectively both orally and in writing.

WORKING CONDITIONS:

Moderate lifting and moving of furniture and cleaning equipment
Handles biohazards and other potentially hazardous chemicals.

MINIMUM QUALIFICATIONS:

High school education and four years of experience as a custodian, including two years of experience in a lead or supervisory position. Preference will be given to experience in monitoring a budget. Any equivalent combination of training and experience, which provides the required knowledge, skills, and abilities, is qualifying.

SPECIAL REQUIREMENTS:

Arizona driver's license.
May require shift work, and weekend and holiday duty.