

Custodian Supervisor

DEPT: Parks Buildings, Cemetery
DIV: Facilities
DATE: July 2024

FLSA: Non-Exempt
EEOC: Admin Support



POSITION SUMMARY

Performs a variety of **first-line supervisory and full performance duties** as needed to oversee day-to-day custodial services and ensure safe and clean facilities for the general public and Lehi City employees.

SUPERVISION RECEIVED

Works under the general supervision of the Facilities Manager.

SUPERVISION EXERCISED

Provides general to close supervision to Lead Custodian(s), Custodian(s) and part-time or seasonal staff.

ESSENTIAL FUNCTIONS

Supervises custodial personnel; conducts training in methods and processes demonstrating cleaning materials and equipment; establishes cleaning schedules and routines; monitors work in progress to ensure quality and timeliness and compliance with safety and other work activity standards; makes recommendations effecting employment status, including selection, job retention, advancement, discipline or corrective action.

Responsible to make sure safety and training meetings are done for all janitorial staff.

Responsible for purchasing all janitorial supplies and janitorial equipment for the City; maintains all inventory in the warehouse where all supplies and equipment are stored; responsible for creating and managing the budget for janitorial department for the City.

Plans and implements preventative maintenance program for custodial equipment; performs general maintenance and repairs of custodial equipment and tools maintains maintenance and inventory records of custodial equipment; evaluates the economy of repairing vs. replacement

Monitors general condition of facilities and reports issues requiring special work orders; monitors custodial supplies and inventory; restocks supplies and assures proper inventory of materials and equipment such as chemicals, cleaning supplies, etc.; maintains proper posting and updating of the Material Safety Data Sheet (MSDS, SOS), OSHA's hazard communication standards.

Purchases and maintains all waste containers for the department and assists with scheduling the delivery and pick up of construction waste containers for the City events.

Performs custodial duties as needed, including routine cleaning of restrooms, offices, and public areas, responding to emergency cleanup needs, removing trash, etc.; performs deep cleaning as scheduled or required, i.e., carpets, stripping and waxing floors, cleaning tile, etc.

Sets up and prepares various meeting areas for events and activities, etc.; performs related tasks as needed to maintain clean and attractive facilities.

Performs general facility security tasks; assures that rooms, offices, and various facility areas are locked and secure; provides access to various public interest groups which have scheduled use of facilities, rooms, and equipment.

Performs related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience:
 - A. Graduation from high school; plus one year specialized training related to above duties
 - AND
 - B. Six (6) years of progressively responsible experience in facilities maintenance, upkeep, and related environs;
 - OR
 - C. An equivalent combination of education and experience.
2. Required Knowledge, Skills, and Abilities:

Considerable knowledge of custodial equipment and small motor maintenance and repair; Material Safety Data Sheet (MSDS), OSHA's hazard communication standards; proper custodial practices, including use of equipment and chemicals; safety guidelines and practices related to various cleaning chemicals and materials; types of cleaning and maintenance equipment emergency safety shutdown procedures. **Some knowledge of** OSHA regulations.

Skill in equipment maintenance and repair; the use of floor buffers, vacuums, brooms, sprayers, mops, scrubbing machine, steam cleaning machine, ladders, carpet extractor, floor stripper, and other tools common to custodial operations.

Ability to learn and follow policies and procedures; lift heavy objects and perform heavy manual labor; perform manual cleaning and related labor and to work continuous hours while standing; understand and follow verbal and written instructions; work independently and interact with others in an appropriate, helpful manner; establish and maintain effective working relationships with fellow employees and supervisors.

3. Special Qualifications:

Must be required to have a valid driver's license, may be required to possess a commercial driver's license.

4. Work Environment:

Worker in the position performs both indoor and outdoor physical demanding duties. Tasks require variety of physical activities, generally involving muscular strain, such as lifting, walking, standing, stooping and reaching. Hearing and seeing required in performance of essential functions. Common eye, hand, finger, leg and foot dexterity required. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking. May be required to lift if excess of 50 pounds in normal course of job performance.

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.

I _____ have reviewed the above job description. Date: _____
(Employee)