



CLINTON COUNTY GOVERNMENT

Job Description

Job Title: Supervisor, Custodial Services
Department: Maintenance
Position Reports to: Facilities Chairman
Grade Level: H
FLSA Status: Non-Exempt
Position Type: Full-Time
Bargaining Unit Status: Non-Bargaining
Date: November 15, 2018

Summary: The purpose of this position is to perform supervisory/manual work functions associated with cleaning/maintaining courthouse, administrative center buildings and facilities.

Essential Functions: The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Supervises, directs, and evaluates staff, processing employee concerns and problems, directing work, counseling, and discipline.
- Coordinates and schedules daily work activities/projects; organizes and prioritizes department workload; makes work assignments; monitors status of work in progress; inspects completed work; troubleshoots problem situations.
- Ensures adherence to established safety procedures; monitors work environment and use of safety equipment to ensure safety of employees and other individuals.
- Supervises and performs vacuuming, sweeping, mopping, scrubbing, waxing, and/or shampooing of carpet and floor surfaces located in hallways, stairs, offices, restrooms, break rooms, kitchens, public rooms, elevators, storage rooms, and other areas; performs spot cleaning as needed.
- Supervises and performs cleaning, dusting, and polishing of furniture, equipment, artwork, fixtures, surfaces, walls, wood paneling, window sills, trim, doors, cabinets, vents, and other surfaces; cleans telephones and office equipment/supplies.
- Supervises and performs cleaning, deodorizing, and disinfecting of bathrooms; cleans mirrors; replenishes soap products and paper products.
- Supervises and performs cleaning/disinfecting of water fountains, telephones, or other public facilities.
- Supervises and performs washing/cleaning of windows and blinds.
- Supervises and performs cleaning of kitchen equipment, such as coffeepots, coffee machines, microwave, and refrigerator.
- Supervises and performs emptying of trash containers and recycling containers; replaces trash liners in containers; picks up and disposes of trash from floor/ground areas; separates recyclable materials from other trash; carries/transport trash to dumpster or other designated trash receptacle; cleans trash/recycling containers.
- Operates/utilizes various equipment, tools and supplies which may include a vacuum cleaner, carpet cleaner, buffing machine, mop, broom, cleaning supplies, and alarm system.
- Performs basic maintenance tasks necessary to keep machinery, equipment, and tools in operable condition; monitors equipment operations to maintain efficiency and safety; reports faulty equipment.



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- Monitors inventory levels of equipment, tools, or supplies; initiates requests for new or replacement materials; stocks or distributes supply items.
- Prepares or completes various forms, reports, correspondence, time sheets, performance appraisals, or other documents.
- Receives various forms, reports, correspondence, time sheets, vacation requests, manuals, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Communicates via telephone and/or two-way radio; provides information and assistance; takes and relays messages; responds to requests for service or assistance.
- Communicates with supervisor, employees, and departments, the public, and other individuals as needed to coordinate work.
- Maintains regular and on-time attendance.
- Performs duties as assigned or required.

Education and Experience: High school diploma or GED; supplemented by two (2) year previous experience and/or training involving custodial work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Additional Job Requirements: Valid driver's license, satisfactory pre-employment drug screen and background check, and completion of the computer skills testing.

Performance Aptitudes:

- **Data Utilization:** Requires the ability to calculate and/or tabulate data. Includes performing subsequent actions in relation to these computational operations.
- **Human Interaction:** Requires the ability to apply principles of persuasion and/or influence over others in a supervisory capacity.
- **Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to start, stop, operate and monitor the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.
- **Verbal Aptitude:** Requires the ability to utilize a wide variety of reference and descriptive data and information.
- **Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division. May include counting, recording of counts, and basic measuring.
- **Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
- **Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.
- **Environmental Factors:** Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise violence, disease or pathogenic substances.

Employee Expectations:



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In completing the duties and responsibilities of the position as the Supervisor, Custodial Services, the employee will adhere to all county policies, guidelines, practices and procedures; act as a role model both inside and outside the County, perform duties as workload necessitates in a timely, accurate and thorough manner and be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues.

At-Will-Employment:

The Supervisor, Custodial Services, is an at-will employee and serves at the pleasure of the Commissioners of Clinton County. Clinton County Government is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, or disability.

In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the Human Resource Administrator to the extent that it does not constitute an undue hardship to the County.

I have read the job description for Supervisor, Custodial Services, and fully understand the requirements set forth therein. I hereby accept the position and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Signature of Supervisor

Date