

# GARRETT COUNTY GOVERNMENT

## JOB DESCRIPTION

**JOB TITLE:** Custodial Supervisor  
**DEPARTMENT:** Facilities & Maintenance  
**REPORTS TO:** Manager, Facilities and Maintenance  
**FLSA STATUS:** Non - Exempt

**SUMMARY:** Keeps the County buildings in clean and orderly condition and provide supervision to assigned custodians. The hours associated with this position is primarily 2<sup>nd</sup> shift, however assigned hours may vary.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Provides supervision to custodians in the performance of their duties and performs the following duties:

1. Direct supervision of custodians at each County maintained facility where they are assigned
2. Provide oversight to custodial contractors working within Garrett County Facilities
3. Assist with inventory and budget control for custodial products
4. Maintain adequate stock levels for each served facility
5. Yearly review of the custodial products bid packet to ensure the quality, necessity and safety of products being purchased and used by custodial staff
6. Provide yearly budget recommendations for the purchase of custodial equipment
7. Conduct routine building inspections for each County owned facility, providing the Facilities and Maintenance Manager with a report of conditions and items to be addressed related to custodial services
8. Maintains a work schedule for all custodial staff ensuring coverage at all County facilities requiring custodial services
9. Ensures that each facility is securely closed and locked down at the end of each work day
10. Ensures that staff receives safety training required by the County's Risk Manager
11. The Custodial Supervisor will not only ensure the thorough performance of but will also participate in all cleaning and sanitizing aspects of the job as may be required (i.e. dust, sweep, mop, scrub, wax and polish floors, stairs and office space, wash windows, walls and carpets, vacuums and shampoos carpets, empties trash cans, clean and scrub toilets, urinals and wash basins)
12. Shovels snow from sidewalks and entrance areas when needed to ensure safe passage to each facility, as needed
13. Raises and lowers flags when advised
14. Runs errands as assigned
15. Other duties may be assigned

### **QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Attention to detail, thoroughness and time management is necessary to perform this job successfully.

### **EXPERIENCE and/or EDUCATION:**

- ❖ High school diploma or GED
- ❖ One (1) to three (3) years related experience and/or training
- ❖ Or equivalent combination of education and experience; and proven supervisory ability or training.
- ❖ Computer experience required, must be able to communicate effectively through emails and use basic computer programs.

### **LANGUAGE SKILLS:**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

**MATHEMATICAL SKILLS:**

Must possess the ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Must also have the ability to perform these operations using units of American money and weight measurement, volume, and distance.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Valid Driver's License

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, and reach with hands and arms. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing and talk and hear. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision; color vision, peripheral, depth perception, and ability to adjust focus.

**WORKING ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently exposed to fumes or airborne particles and outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually moderate.