

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: CUSTODIAL SUPERVISOR
DEPARTMENT: GENERAL SERVICES
REPORTS TO: BUILDING AND GROUNDS SUPERVISOR

CLASS CODE: 3032
FLSA STATUS: N
DATE: 10/99

JOB SUMMARY AND DISTINGUISHING FEATURES:

Under general supervision, supervises the work of the custodial crew and assures that they have all supplies required to perform their essential functions. Incumbents in this class serve as working supervisors over a group of custodial staff performing general cleaning and routine building maintenance activities.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Carries out supervisory responsibility in accordance with policies, procedures and applicable laws including: training in job skills; planning, assigning and directing work; appraising performance; addressing complaints and resolving problems.

Performs the custodian job in the absence of staff as required.

Completes all required paperwork.

Performs minor repairs to and performs basic maintenance on equipment and furniture as needed; changes light bulbs.

Performs a variety of mechanical repairs and maintenance projects as required.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Vacuum Cleaner Floor Scrubbers Cleaning Supplies and Equipment

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and,

One year of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Cleaning techniques, equipment, and compounds and their proper uses.

Basic maintenance and routine repairs of assigned equipment.

Skill in:

Maintaining the cleanliness and safety of buildings.

Supervising the work of subordinate staff.

Mental and Physical Abilities:

Ability to read and comprehend instructions, correspondence and memos.

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

Ability to understand and carry out oral and written instructions, giving close attention to detail and accuracy.

While performing the essential functions of this job the employee is regularly required to walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, bend, or crawl, speak and hear, and lift and/or move up to 25 pounds.

While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 100 pounds.

Working Conditions:

Work is performed in a normal office environment with some exposure to outdoor temperatures or dirt and dust.

While performing the essential functions of this position the employee is occasionally exposed to fumes or airborne particles, risk of electrical shock, and toxic or caustic chemicals.

The incumbent's working conditions are typically moderately quiet.

file: custsprv.3032

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.