



CLASSIFICATION SPECIFICATION

CLASS NUMBER 40113

CUSTODIAL SUPERVISOR

OHIO COUNTY DEPARTMENTS OF JOB AND FAMILY SERVICES

EFFECTIVE 1/29/01

The duties are arranged in order of importance. However, the specific duties and the frequencies listed may vary across counties depending on such factors as the number of other incumbents within this job classification, related classifications, and/or the size of the CDJFS. Therefore, a Custodial Supervisor may not perform all of the duties listed. However, performance of the first (I) duty a minimum of 20% of the time is mandatory for this classification.



Summary of Essential Duties

The primary purpose of the Custodial Supervisor position is to provide direct supervision to Custodial Workers. The incumbent is also responsible for performing janitorial duties in a county department of human services and responding to and taking necessary action on reports of fire, illegal entry or theft of property as reported by the classification's subordinates.

Duties

Frequency: 40% +/- 10%

- I. Provides direct supervision to Custodial Workers.
 - A. Determines need for new staff members.
 - B. Interviews applicants and makes recommendations for the hiring of new employees; initiates actions for the termination of employees.
 - C. Disciplines subordinates, when necessary.
 - D. Reviews, approves, or denies employee requests for leave.
 - E. Completes performance evaluations of subordinates' work.
 - F. Meets with subordinates regarding any grievances.
 - G. Trains new and current employees.
 - H. Assigns and reviews work of subordinates.

Frequency: 45% +/- 15%

- II. Performs janitorial duties in a county department of job and family services and maintains janitorial equipment and supplies.

Frequency: 5% +/- 1%

- III. Responds to and takes necessary action in reports of fire, illegal entry and theft to property of a county department of job and family services as reported by subordinates.

Frequency: 10% +/- 2%

- IV. Maintains clean walkways and drives on a county department of job and family services property.



**KSA'S FOR THE
JOB CLASSIFICATION OF
CUSTODIAL SUPERVISOR**

DUTY	KNOWLEDGE	SKILLS	ABILITIES
I	Supervisory practices; Interviewing principles; Performance appraisals; Union contracts; Negotiating procedures; Training procedures; Americans with Disabilities Act; Civil Rights Act; Personnel practices.	Oral communication; Organization; Supervising; Interviewing; Advising.	Supervise others; Interview others; Monitor the work of others; Assign work to others; Train others; Completes associated paper work to supervisory duties; Discipline others.
II	Office practices and procedures as they pertain to janitorial functions; Safety practices; Cleaning and janitorial functions; Basic mathematical operations; Cleaning equipment operation (e.g., vacuum cleaner, floor buffer, etc).	Organization; Performing physical labor; Maintaining building; Simple repairing of janitorial equipment.	Comprehend written material (e.g., cleaning supply instructions/directions); Exert considerable to heavy physical effort; Work in an environment that requires protective clothing; Perform basic mathematical operations for inventory purposes; Understand manuals and verbal instructions; Complete forms; Operate cleaning equipment; Physically perform manual labor; Deal with problems in a familiar context.
III	Office practices and procedures as they pertain to janitorial functions; Safety practices; Security procedures.	Oral communication; Organization; Maintenance of building.	Deal with problems in a familiar context; Report safety or security problems to others.
IV	Office practices and procedures as they pertain to janitorial functions; Safety procedures; Snow removal and pavement salting equipment.	Maintenance of Agency and surrounding property; Performing physical labor.	Exert considerable to heavy physical effort; Work in an environment that requires protective clothing; Complete forms; Physically perform manual labor (e.g., snow removal); Deal with problems in a familiar context; Work under extreme weather conditions.



Minimum Qualifications

- Two years experience as a Custodial Worker, 40111.
- Or formal education in arithmetic that includes addition and subtraction and speaking common English vocabulary. Formal education in reading common English vocabulary that results in an applicant being able to read and comprehend labeling and instructions on cleaning supplies. Also requires 2 years experience in a position similar to Custodial Worker 40111.

Or education, training and/or experience in an amount equal to the Minimum Qualifications stated above.

Unusual Working Conditions/Hazards

The position requires significant physical effort. The position requires the incumbent to occasionally lift items weighing 50 lbs. or less. In addition, the position frequently requires activities such as walking, bending, lifting, standing, and repetitive motion such as vacuuming, scrubbing, mopping, and shoveling. The position demands the ability to perform simple repetitive manual actions such as operating a floor buffer or vacuum cleaner. The position involves a moderate probability of injury. Use of specific universal safety precautions and special safety equipment such as boots, goggles, gloves, shields, and back protection is recommended, but may be ineffective in avoiding trips, falls, and physical injuries from bending, scrubbing or shoveling. Exposure to extreme weather conditions is involved during snow and ice removal. Injuries could include temporary to permanent damage to eyes, lungs, or limbs. Minor injuries such as bumps, bruises, and paper cuts are likely.