



## City of Irving Job Description

### Custodial Supervisor

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<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	CIP (Building Services)
<b>Job Code:</b>	B261	<b>Reports To (Job Title):</b>	Facilities Manager

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#### **PURPOSE**

Lead the Custodial Division in the care, cleaning, and minor maintenance of City buildings & facilities.

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

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Provide supervision of all custodial staff.
- Plan, organize, and assign all work activities of custodial staff.
- Assist in the training of new custodial staff when necessary.
- Prepare budget for Custodial Division.
- Order supplies for division.
- Inspect, repair, and order parts for equipment.
- Keep time records of custodial staff and reconciles with budget.
- Inspect City buildings & facilities to ensure that cleaning is performed according to standards and/or specifications.
- Investigate complaints and recommend corrective action as necessary.
- Participate in interviews and hiring of new custodial employees.
- Manage assigned custodial personnel, as well as on-call staff for after-hours custodial emergencies.
- Assist the Facility Manager in managing contracted services (e.g. pest control, window washing).
- Perform related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Move and arrange furniture and equipment for meetings and special functions.
- Identify and perform minor building maintenance in assigned buildings and facilities.

#### **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 26 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Manages an annual budget of approximately \$100,000.00.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to the completion of 12th grade plus some related college or vocational training.

### **EXPERIENCE**

- At least three (3) years custodial experience, with one (1) year of supervisory experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate valid Texas driver's license

### **KNOWLEDGE OF**

- Budget Management: Developing plans & budgets; comparing them against actual activity.
- Maintenance Principles: Processes involved in upkeep of property and equipment to the optimum state of cleanliness, repair, and efficiency.
- Office Software: Current word processing, presentation, spreadsheet, and database programs used by the City.
- Customer Service: Principles and processes for providing customer and personal services including a desire to help customers regardless of their circumstance.
- Supervision: Personnel motivation, interviewing, hiring, oversight, evaluation, & discipline.

### **SKILLS AND ABILITIES IN**

- Active Learning: Working with new material or information to grasp its implications.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Cooperation: Establishing and maintaining positive working relationships with those contacted in the course of work.
- Service Orientation: Actively looking for ways to help people
- Functional Supervision: Motivating, developing, and directing people as they work.
- Management Personnel Resources: Motivating, developing, and directing people as they work, and identifying the best people for the job.
- Persuasion: Convincing others to approach things differently.
- Program Assessment: Evaluating current and potential programs for effectiveness & efficiency.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Prioritization: Selecting, from multiple options, activities to achieve a goal.
- Planning: Sensing the environment and setting goals and objectives.

- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Reading Comprehension: Reading and interpreting documents.
- Interactive Presentation: Effectively presenting information to groups & responding to questions.

## **GUIDANCE RECEIVED**

### **General Standards**

A range of professional standards and methods guide completion of assignments and decisions made. Adherence to policy, City procedures and general supervisory direction is expected. Position incumbents are responsible for making recommendations about changes to methods, procedures and policies and helping to implement changes.

## **CONTACTS**

Frequently interacts with vendors.

## **EQUIPMENT AND PROPERTY**

Powered cleaning equipment (e.g. scrubbers, vacuum cleaners, shampoo equipment, etc.), and automobiles.

## **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.\*

The employee constantly is required to listen, see, talk, and/or walk. Frequently, s/he is required to carry, climb, drive a vehicle, grasp, handle, feel, lift up to 100 pounds, push, pull, reach, sit, stand, and/or stoop. S/he occasionally is required to kneel, lift more than 100 pounds, and/or smell. The employee rarely is required to crawl.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.\*

The employee regularly is exposed to a dirty environment, electrical hazards, air contamination, moving mechanical parts, and/or noise. This job requires the employee to make decisions directly affecting the safety of others. The noise level in the work environment is usually moderate.

\* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.