

**Job Title: Custodian Supervisor**

**Department:** Maintenance  
**Immediate Supervisor:** Director Maintenance

**BRIEF DESCRIPTION OF THE JOB:** Supervises personnel, manages documents and budget and performs various custodial duties.

**ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Percentage of Time      Physical Strength Code

|   |     |   |
|---|-----|---|
| 1) Supervises personnel by scheduling assignments and work duties, providing training and orientation and managing time cards and personnel records.                                    | 50% | L |
| 2) Performs custodial duties by performing lawn care and parking care duties and performing pesticide treatments.   | 30% | M |
| 3) Performs administrative duties by managing repair requests, scheduling preventative maintenance, managing the budget and ensuring custodial duties are performed in a timely manner. | 20% | L |
| <b><u>Physical Strength Column:</u>    S - Sedentary    L - Light    M - Medium    H - Heavy    VH - Very Heavy</b>   |     |   |

**PHYSICAL DEMANDS**

**Overall Physical Strength Demands:**

\_\_\_\_\_ Sedentary      X   Light    \_\_\_\_\_ Medium    \_\_\_\_\_ Heavy    \_\_\_\_\_ Very Heavy

**Codes: for each physical demand code listed:**

*C = Continuously    F = Frequently    O = Occasionally    R = Rarely    N= Never*

*This is a description of the way this job is currently performed; it does not address the potential for accommodation.*

| <b>Physical Demands</b> | <b>Frequency Code</b> | <b>Description</b>                                   |
|-------------------------|-----------------------|--|
| Standing                | O                     | Repairing equipment                                  |
| Sitting                 | F                     | Desk work, driving                                   |
| Walking                 | F                     | To and from facilities                               |
| Lifting                 | O                     | Materials, tools and equipment                       |
| Carrying                | O                     | Materials, tools and equipment                       |
| Pulling                 | O                     | Tool cart, dolly                                     |
| Pushing                 | O                     | Tool cart, dolly                                     |
| Using Fine Dexterity    | F                     | Repairing electrical equipment                       |
| Reaching                | F                     | For tools and supplies                               |
| Kneeling                | F                     | Working on equipment                                 |
| Crawling                | F                     | Working on flooring                                  |
| Twisting                | F                     | Working on equipment                                 |
| Climbing                | F                     | Ladder   |
| Balancing               | F                     | On ladder  |
| Seeing                  | C                     | Observing cleaning duties                            |
| Hearing                 | C                     | Communicating with personnel, listening to equipment |
| Talking                 | F                     | Communicating with personnel                         |
| Using Foot Controls     | O                     | Driving  |

**Machines, Tools, Equipment and Work Aids:**

Vacuum, buffer, mop, broom, rags, duster, spray bottles, chemicals, ladders, cleaning cart, keys telephone, VCR, mower, edger, blower, weed eater, dolly, tractor, Shredder, vehicle, landscaping tools

**Environmental Factors:**

Exposure to and frequency:

D = Daily      S = Seasonal      W=Several Times Per Week      M=Several Times Per Month

| <b>ENVIRONMENTAL FACTORS</b> |   |                      |   |                           |   |
|------------------------------|---|----------------------|---|---------------------------|---|
| Dirt and Dust                | W | Extreme Temperatures | W | Noise and Vibration       | W |
| Fumes and Odors              | N | Wetness/Humidity     | N | Darkness or Poor Lighting | N |

| <b>HEALTH AND SAFETY</b> |   |                  |   |                       |   |
|--------------------------|---|------------------|---|-----------------------|---|
| Mechanical Hazards       | M | Chemical Hazards | D | Electrical Hazards    | Y |
| Fire Hazards             | N | Explosives       | N | Communicable Diseases | D |
| Physical Danger or Abuse | N | Other (specify)  |   |                       |   |

| <b>PRIMARY WORK LOCATION</b> |   |           |   |        |   |
|------------------------------|---|-----------|---|--------|---|
| Office Environment           | X | Warehouse | X | Shop   | X |
| Vehicle                      | X | Outdoors  | X | Other: |   |

**Protective Equipment Required:**

Safety glasses, gloves, safety shoes, rubber boots, rain coat, respirator mask

**Non-physical Demands:**

Frequency Codes:      F = Frequently      O = Occasionally      R = Rarely

|  |   |   |   |
|--|---|---|---|
| Time Pressures                           | C | Emergency Situations                          | O |
| Frequent Change of Tasks                 | F | Irregular Work Schedule/Overtime              | F |
| Performing Multiple Tasks Simultaneously | O | Working Closely with Others As Part of a Team | C |
| Tedious or Exacting Work                 | F | Noisy/Distracting Environment                 | F |

## **JOB REQUIREMENTS**

### **Formal Education:**

Work requires the ability to read and understand written instructions, to understand simple processes and the routine operation of machines. Level of knowledge equivalent to less than high school or equivalency.

### **Experience:**

Over three years up to and including four years experience is required.

### **Certifications and Other Requirements:**

Pesticide Applicator Certification

Valid Texas Class C Driver's License

### **Supervisory:**

Work requires supervising and monitoring performance for a regular group of employees or a work unit, including providing input on hiring/disciplinary actions and work objectives/effectiveness, and realigning work as needed.

## **Contacts**

The incumbents in this position contact others within the organization. These contacts may involve similar work units or departments within the County which may be involved in decision making or providing approval or decision making authority for purchases or projects. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

**Signatures - Review and Comment**

I have reviewed this job description and find it to be an accurate description of this job.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Supervisor

\_\_\_\_\_  
Signature of Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Job Title of Department Head

\_\_\_\_\_  
Signature of Department Head

\_\_\_\_\_  
Date

**Comments:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change by the County Government as the needs and requirements of the job change.