

KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court
555 Bay Road, Dover, DE 19901*

Department of Administration
Facilities Management Office
Classified, GRADE 7
40 Hour Week

CUSTODIAN SUPERVISOR

GENERAL STATEMENT OF DUTIES: Supervises and participates in the work of custodial staff on assigned shift; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class are responsible for overseeing the work of assigned custodians in building cleaning and minor maintenance duties. This supervisory work involves assigning and inspecting the performance of a wide variety of jobs which requires some technical knowledge and skill. This work is performed under the general supervision of the Director of Facilities.

ADA REQUIREMENTS: This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects; work requires climbing, stooping, kneeling, crouching, crawling, reaching, walking, pushing, pulling, lifting, and grasping, vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; mental acuity is required to make rational decisions through sound logic and deductive processes; visual acuity is required for depth perception, peripheral vision, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, extreme cold, hazards, and atmospheric conditions. The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective equipment.

EXAMPLE OF WORK: (Illustrative Only)

Supervise crew of custodians performing standard cleaning and sanitizing tasks in the assigned buildings;

Schedule, assign, and prioritize work to be performed by work crews;

Inspect work in progress and completed for safety, quality and completeness;

Set up for meetings, including coffee urns and water pitchers;

Assign special projects as required;

Reassign the work of absent custodians;

Train all employees in the proper and safe use of new equipment and chemicals;

Insure that buildings are secure periodically and at the end of assigned shift;

Perform/Assign security tasks during the absence of a Security Guard from post;

Remove ice and snow from sidewalks and other areas;

Maintain an inventory of custodial supplies;

Cost and order supplies and cleaning equipment, as directed;

Perform routine record keeping duties, including data entry;
Help move office furniture and equipment;
Assist with performance evaluations and participate in other personnel matters as necessary;
Disseminate information to work crew as directed.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of building cleaning and sanitizing practices, supplies and equipment; good supervisory skills; ability to instruct and supervise others in the economical, efficient and safe use of cleaning agents; ability to establish and maintain working relationship with coworkers, County or State staff, and supervisor; ability to communicate orally and in writing; regular and timely attendance; performance of duties of safe manner.

ACCEPTABLE EXPERIENCE AND TRAINING: Completion of standard high school course work or G.E.D., with at least three to five years custodial experience; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

ADDITIONAL REQUIREMENTS: Must pass written examination administered by Kent County Personnel office. Possession and retention of a valid driver license issued by the State of Delaware. All motor vehicle violations must be reported to supervisor immediately and a good driving record is required to retain position. Must pass testing for substance abuse and criminal background investigation. May be required to pass testing of physical strength and agility to qualify for and retain position. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

Employee Acknowledgement

Eff. 10/01/07

Rev. 07/01/15

Rev. 07/01/18