

**Title: Custodian Supervisor**  
**Department: Administration**  
**Division/Office: Facilities Management Office**



Grade 2112; Hourly position; Category: Classified; Job Code: CSTS; Rev.:07/01/2021

### **General Description**

The purpose of this position is to supervise and participate in building cleaning and minor maintenance duties.

This position works under general supervision of Facilities Director, independently developing work methods and sequences.

### **Duties and Responsibilities**

*The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.*

- Coordinates, assigns and reviews work and establishes work schedules, maintains standards, monitors status of work in progress, inspects completed work assignments, answers questions, gives advice and direction to custodians as needed.
- Assigns special projects as required.
- Reassigns the work of absent custodians.
- Trains all employees in the proper and safe use of equipment and chemicals.
- Ensures that buildings are secure periodically and at the end of assigned shift.
- Performs/assigns security tasks during the absence of a Security Guard from post.
- Removes ice and snow from sidewalks and other areas.
- Maintains an inventory of custodial supplies.
- Costs and orders supplies and cleaning equipment, as directed.
- Performs routine record keeping duties, including data entry.
- Performs related work as required.

### **Minimum Education and Experience Requirements:**

High school diploma and four (4) years of experience in general custodial and building maintenance work or an equivalent combination of education, training and experience.

### **Additional Requirements:**

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.

Must pass testing for substance abuse and criminal background investigation. 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.

### **Americans with Disabilities Act 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

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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; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; visual acuity is required for depth perception, color perception, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, 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.

**Special Certifications and License Requirements:**

- Must possess and maintain a valid state driver's license with an acceptable driving history.
- May be required to pass standardized examination to determine basic or supervisory knowledge, skills & abilities.

**Notices:**

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

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Employee Acknowledgement