

## Job Description

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**Job Title:** Custodian Supervisor

**Job Code:** 906163

**Job Family:** Infrastructure

**Pay Grade:** JC.15.14

**FLSA:** Non-Exempt

**EEO:** Service/Maintenance Workers

**Department/Agency:** Countywide      **Position Number(s):** Multiple

**Recommended Position Title(s):** Custodian Supervisor

**The following Core Competencies apply to everyone and are essential to all County jobs:**

- Accountability – Follows-up on and meets commitments, takes ownership for work, and possesses a strong ability to stay focused on individual, department, and County results.
- Communication – Clearly and effectively expresses ideas and thoughts (verbally and in writing); listens actively.
- Customer Focus & Public Relations – Builds positive internal and external customer relationships; is committed to customer satisfaction; assumes responsibility for solving customer problems and ensures commitments to customers are met.
- Initiative – Independently acts to resolve problems and provide solutions; seeks out new responsibilities; generates new ideas; practices self-development.
- Safety – Understands and supports safety standards as required by the job; keeps the workplace clean and safe.
- Teamwork– Encourages and facilitates cooperation, pride, and trust among the team; fosters commitment and team spirit; works cooperatively with others to achieve overall goals.

**The following Leadership Competencies apply to supervisors, managers, and executives based on designated responsibilities:**

- People Management – Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.
- Operations Management – Directs and guides operations in alignment with the County's and department's overall goals and objectives; ensures the execution of efficient processes to maximize the County's and department's resources; utilizes operational knowledge to make sound decisions.
- Strategic Leadership – Determines the strategic direction of the team or department in alignment with overall county goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

**Essential Duties:**

- Determines daily and special project schedules per work order priority and projected date of completion; assigns work tasks and schedules; conducts formal and random inspections of rooms, bathrooms, hallways, offices, and other assigned areas; trains, coaches, and teaches proper and efficient cleaning methods; provides mentoring and guidance to custodial staff; oversees key control; maintains/administers appropriate safety procedures in secured environments.
- Researches and recommends equipment/vendors and prices; determines substitutes for supplies and routine equipment; verifies the accuracy of and updates the department equipment and/or fixed asset inventory; authorizes requests for goods and services; monitors contract compliance.
- Makes recommendations for process improvement; monitors progress of cleaning program; compiles performance data and enters into computerized program.
- Assists in the cleaning and restocking; ensures recycling is completed; oversees floor maintenance programs.
- Completes and approves paperwork, timesheets, work orders, and equipment logs using computerized system; follows purchasing card guidelines and completes approval process.

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### **Supervisory Responsibilities:**

- Yes  No This position is also responsible for the supervision and leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

***Duties and responsibilities, as required by business necessity may be added, deleted or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Scheduling and shift assignments and work location may be changed at any time, as required by business necessity.***

### **Minimum Job Requirements:**

Vo-Tech, Associate's degree, or equivalent in a related field; three (3) years of related experience; and one (1) year of leadership or supervisor experience are required. Must pass a thorough criminal history screening and have a valid driver's license with an acceptable driving record.

***Johnson County Government requires reference/background screening for all positions. Specified criteria may vary by Department/Agency.***

### **Preferred Job Requirements:**

### **Education/Experience Substitutions:**

- Yes  No Experience may be substituted for degree.
- Yes  No Education may be substituted for experience.

### **Physical, Environmental, and Special Working Conditions:**

Excessive standing and/or walking: 60%  
Exposure to extreme temperatures, fumes and/or chemicals, heights, and loud noises.  
Lifting weight: 50lbs.  
On call/stand-by work required.  
Weather essential: Department Essential  
Uniform Required  
Travel required: 50% local and 5% outside Johnson County  
Wearing of goggles, rubber boots, rubber gloves and other PPE as required.  
Position is required to respond to requests for emergency and afterhours work which will require work when the facility is closed (e.g. holiday, weekends, nights). This work will require overtime as needed.  
Physical abilities, including mobility, agility, strength, dexterity, balance, coordination, and /or endurance.  
All County employees may be called upon to assist other departments/agencies in a declared emergency situation.