

**ROWAN COUNTY
HUMAN RESOURCES**

JOB DESCRIPTION

Job Title : Custodial Supervisor
Department: General
Revised : November 2019

Class : Service Maintenance
FLSA : Non-exempt

This job description supersedes any prior description for the Custodial Supervisor classification.

GENERAL DESCRIPTION

Responsible manual work involving the participation in and supervision of the cleaning of County-owned buildings. Supervises the work activities of a number of skilled employees. Work is reviewed through periodic inspection and conferences with the Maintenance Supervisor.

ESSENTIAL JOB FUNCTIONS (Any one position may not include all of the duties listed, nor do the listed examples include all tasks which may be found in positions of this class.)

Supervises and evaluates the performance of custodial personnel

Sweeps, mops, and scrubs floors and stairwells; dusts; vacuums carpet; washes windows; and empties trash.

Orders cleaning supplies.

Cleans restrooms and restocks supplies.

OTHER JOB FUNCTIONS

Performs related duties as required.

Management reserves the right to add or amend duties at any time.

KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of cleaning methods, materials and equipment.

Skill in handling mechanical equipment related to custodial care.

Ability to follow simple oral instructions.

Ability to exercise care in the use of cleaning materials for different types of furnishings and building surfaces.

Ability to establish and maintain an effective working relationship with fellow employees and the general public.

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PHYSICAL REQUIREMENTS

Work in this class may include sitting, walking, running, bending, stooping, and lifting weights in excess of 150 lbs with assistance. Work may include both indoor and outdoor activity where employee is exposed to elements of nature: cold, hot, rain, snow, sleet, ice, etc. Employee may be exposed to hazardous chemicals, smoke, or potentially hazardous or volatile situations. Employee must be able to maneuver in tight places such as the crawl space under a building, climb ladders, step over obstacles, step on and off machinery, etc. Work may include operation of a motor vehicle.

EXPOSURE CONTROL

Work activity is normally performed without blood or body fluid exposure but exposure may occur in an emergency. Personal protective equipment should be available and used if emergency arises.

MINIMUM EXPERIENCE AND TRAINING

High school diploma or GED is preferred. Experience in janitorial or custodial work is preferred. Supervisory experience preferred.

**This job description does not create an employment contract,
implied or otherwise.**