

## JANITORIAL SUPERVISOR

### PURPOSE:

To supervise and perform the routine cleaning and custodial maintenance duties in City facilities.

### ACCOUNTABILITIES:

1. Supervise and perform a variety of routine cleaning and custodial maintenance duties in City facilities.
  - \* A. Vacuums and shampoos carpeted floors and runners.
  - \* B. Sweeps, wet mops, and dry mops tile, terrazzo, and other floor types.
  - \* C. Operates power floor maintenance equipment to strip, wax, and buff floors.
  - \* D. Washes, dusts, waxes, and polishes furniture and woodwork.
  - \* E. Repairs and shampoos furniture.
  - \* F. Makes minor repairs to equipment.
  - \* G. Cleans bathroom sinks, mirrors, urinals, toilets, showers, walls, and floors.
  - \* H. Collects, removes, and sorts garbage, makes bales or compacts trash, and washes garbage cans.
  - \* I. Cleans and maintains various fixtures and equipment.
  - \* J. Removes snow, sweeps sidewalks and stairs, applies deicer as required.
  - \* K. Locks and unlocks doors, checks windows, turns out lights, raises and lowers flags, and serves as a watch against vandalism.
  - \* L. Moves office furniture and equipment.
2. Supervise assigned janitorial staff.
  - \* A. Plans, schedules, assigns, and evaluates work of janitorial staff.
  - B. Participates in the Department portion of the selection process and makes recommendations about hiring.
  - C. Trains assigned staff.
  - \* D. Issues verbal reprimands and recommends disciplinary action as necessary.
  - \* E. Inspects City buildings and grounds to ensure clean and safe conditions.
  - \* F. Evaluates the need for minor building or equipment repairs; makes and supervises minor repairs.
  - G. Assists with the annual budget preparation.
  - H. Orders supplies, maintains records, and prepares reports as directed.

MINIMUM QUALIFICATIONS:

1. Experience and Education

- \* A. Three (3) years of verifiable experience in custodial maintenance work and cleaning in commercial buildings.

2. Knowledge and Skills

- \* A. Thorough knowledge of floor cleaning and maintenance materials, methods, and equipment.
- B. Knowledge of general safety practices and procedures.
- \* C. Skill in the operation of power floor maintenance equipment.
- D. Skill in planning and scheduling activities of janitorial staff.
- E. Skill in making minor repairs to equipment.

3. Abilities

- \* A. Ability to establish and maintain effective working relationships with subordinates, supervisors, and others.
- \* B. Ability to communicate effectively with others.
- \* C. Ability to supervise.
- D. Ability to climb ladders.
- E. Ability to work in high places.
- \* F. Mechanical aptitude.
- \* G. Ability to work in dusty, dirty, wet, and/or cold environmental conditions.
- \* H. Ability to move oneself and various items of equipment and materials to locations inside and outside City buildings.
- \* I. Ability to perform the physical nature of the tasks listed above.

\* Essential functions, or job requirements necessary on the first day of employment.

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CSB 19930302  
CC 19940725  
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