

Wright State University
JOB SPECIFICATION
Custodial Floor Care Technician Supervisor

I. JOB INFORMATION

Job Title: Custodial Floor Care Technician Supervisor (CS 04)

Job Class: 51219

FLSA Status: Non-Exempt

II. JOB SUMMARY

Under administrative direction, supervises Custodial Floor Care staff personnel in all duties pertaining to various floor maintenance functions in accordance with standard techniques and procedures. Support and participate in the continuous assessment and improvement of the quality of care and services provided.

III. PRIMARY DUTIES AND RESPONSIBILITIES

- **Supervises, assigns and inspects the work of Custodial Floor Care (and/or of a group of custodial workers) staff pertaining to various types of equipment used for floor care maintenance such as automatic scrubbers, floor machines, wet/dry vacuums, burnishers, vacuums, sweepers, pressure wash equipment and carpet extractors. Prioritize and coordinate with other workers as needed to complete floor care work within the overall scope of multi-trade projects. Creates/maintains floor maintenance schedules. Ensures quality and quantity of workmanship through inspections and sampling work.**
- **Provides work direction to employees and ensures the quality, standard and completion of floor work. Provides leadership to employees regarding chemical, inventories, equipment condition, cleaning tools, custodial laundry and the proper use of portable radio equipment. Required to adjust alignment of squeegee blades, replacement of squeegee blades, hose replacements, and clearing of clogged hoses. Identifies and tags equipment for major repairs, and advises Custodial Services Assistant Manager. Assess projects and determines most efficient methods and equipment to be used.**
- **Performs administrative duties which include administering directives on personnel actions; reassignments; time cards and attendance records; performance ratings; disciplinary actions and other personnel matters.**
- **Communicating and enforcing policies and procedures; resolving problems; addressing employee concerns and complaints and adjusting grievances.**
- **Directs training and ensures safety requirements are enforced in proper floor care methods and procedures and ensures the use of chemicals is consistent with established safety standards and practices.**
- **Prepares reports, maintains logs and manages scheduling.**
- **Responsible for maintaining inventory and ordering supplies.**

Note: This is not an inclusive list of duties and responsibilities.

IV. MINIMUM EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES

A high school diploma or GED and four years of (FT) related work experience as an educational, commercial, industrial or medical custodial floor care worker with specific floor care experience. One year additional supervisory/leadership experience in custodial floor care operations. Must have prior experience or must demonstrate the proper skills and knowledge of the proper use of chemicals and equipment in stripping,, refinishing and maintaining floors and in shampooing carepeting to achieve the desire results. Excellent verbal/communication skills. Ability to calculate basic math. Strong interpersonal skills. Excellent public relations skills.

WORKING CONDITIONS

Conditions may require walking, stooping, climbing, pushing, pulling, lifting (less than or equal to 40 pounds), bending, handling equipment and materials.

VI. WSU TESTING/EXAMINATIONS REQUIRED

None

VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED*

- Must possess a valid United States driver's license for at least one year and maintain eligibility to operate University motor vehicles.

This specification is intended to illustrate the level of complexity and kinds of job duties that may be assigned to positions with this classification title, and should not be interpreted to describe all the duties that may be included in a job description.