

*Wright State University*  
**CLASSIFIED JOB SPECIFICATION**  
*Custodial Floor Care Technician Supervisor*

**I. JOB INFORMATION**

**Job Title:** Custodial Floor Care Technician Supervisor (CS 15)

**Job Class:** 51219

**FLSA Status:** Non-Exempt

**II. JOB SUMMARY**

Under general direction, supervises Custodial Floor Care staff and/or Custodial operations personnel in all duties pertaining to various floor maintenance functions in accordance with standard techniques and procedures.

**III. PRIMARY DUTIES AND RESPONSIBILITIES**

- Assigns, supervises 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.
- Prioritize and coordinate with other workers to complete floor care work.
- Creates/maintains floor maintenance schedules.
- Provides work direction and leadership regarding chemical, supply and equipment.
- Assess projects and determines most efficient methods and equipment to be used.
- Performs administrative duties to 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.
- 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 three years (FT) of related work experience OR, two years of post-secondary education and 1.5 years of (FT) related work experience OR, a bachelor's degree in a related field and 6 months (FT) of related work experience.

**V. WORKING CONDITIONS**

**VI. WSU TESTING/EXAMINATIONS REQUIRED**

None

**VII. CERTIFICATIONS OR LICENSURE(S) REQUIRED\***

**VIII. JOB SERIES**

*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.*