

Wright State University
CLASSIFIED JOB SPECIFICATION
Custodial Services Supervisor

I. JOB INFORMATION

Job Title: Custodial Services Supervisor (CS 17)

Job Class: 51212 **FLSA Status:** Non-Exempt

II. JOB SUMMARY

Under administrative direction, supervises custodial staff personnel in all duties pertaining to various facilities cleaning 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 staff pertaining to various types of equipment, such as wet/dry vacuums, burnishers, vacuums, sweepers, pressure wash equipment, carpet extractors and Kiavacs.
- Prioritize and coordinate with other workers as needed to complete custodial work within the overall scope of multi-trade projects.
- Creates/maintains cleaning schedules. Ensures quality and quantity of workmanship through inspections and sampling work.
- Provides work direction to employees ensuring the quality, standard and completion of custodial work.
- Provides leadership regarding chemicals, inventories, equipment condition, cleaning tools, custodial laundry and the proper use of portable radio equipment.
- Identifies and tags equipment for major repairs, and advises Custodial Services Assistant Manager.
- Assess project schedules to determine 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 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 five years (FT) of related work experience OR, two years of post-secondary education and 2.5 years of (FT) related work experience OR, a bachelor's degree in a related field and 1.5 years (FT) of related work experience. Excellent verbal/communication skills. Budget management experience. Ability to calculate basic math. Thorough knowledge and skills to utilize current office equipment and a variety of complex software packages. Ability to maintain accurate records.

V. WORKING CONDITIONS

Conditions may require walking, stooping, 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.

VIII. JOB SERIES

51200

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.