



CUSTODIAL SUPERVISOR

Department /Program: Office of Facilities & Risk Management
Reports To: Director of Facilities & Risk Management
Salary/Hourly Range: 23
FLSA Status: EXEMPT; Full-time, Part-time, Temporary

VALID DRIVER'S LICENSE REQUIRED
PD Created: 01/05/2016

INTRODUCTION:

This position is responsible for oversight and supervision of custodial operations to ensure work methods, standards, procedures are followed to maintain a clean, safe environment; and performs related work as assigned. The work includes duties involving different and related processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase or issues involved in each assignment and the chosen course of action selected from alternatives. The supervisor makes assignments by defining objectives, priorities and deadlines, assisting the incumbent with unusual situations, which do not have clear precedents. The incumbent plans and carries out the successive steps and handles problems in the work assignment in accordance with instructions, policies, previous training or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness and conformity to policy and requirements.

KEY DUTIES AND RESPONSIBILITIES:

(The following examples of duties are intended to be illustrative only and are not intended to be all inclusive or restrictive.)

1. Coordinates and supervises custodial operations and work schedules; develop and implements work methods, standards and procedures in accordance with Office of Health & Safety Administration (OSHA) and Material Safety Data Sheets (MSDS) regulations; addresses custodial concerns in a timely manner; conducts follow-ups when necessary.
2. Clean and sanitizes to hospital grade restrooms; buildings, furniture and equipment; reads and mixes cleaning chemicals and disinfectants according to directions; follows health, safety and environmental regulations in the proper use of and disposal of chemicals.
3. Sweeps, mops, dusts, vacuums, shampoos carpets and strips or waxes/polishes floors; empties trash, disinfects containers and relines containers; disposes of waste material using techniques applicable to disposal of bio-hazardous material; polishes furniture; picks up trash on/ around interior of building; cleans entrances and window.
4. Supervises assigned personnel; monitors and inspects work in progress or completed to ensure assigned duties are performed; provides orientation, mentoring, coaching and evaluation; provides instruction on the proper use and handling of cleaning chemicals and equipment; establish and conducts performance appraisals; initiates personnel actions.
5. Conducts and maintains inventory of custodial supplies and equipment; monitors usage and requisitions for replenishment; ensures chemical and equipment are properly handled and stored in accordance with safety standards; ensures janitorial equipment are maintained in good operating condition.
6. Assists with budget preparation; maintains a custodial accounting system to monitor expenditures; prepares and submits required reports to the supervisor.
7. Performs other related duties as assigned or authorized in order to achieve office/Tribal goals and objectives.

PERSONAL CONTACTS:

Contacts are with employees within/outside the immediate work area, supervisor, programs/offices, vendors and the general public. The purpose of these contacts is to exchange factual information, provide assistance & services and promote positive public relations.

PHYSICAL EFFORT & ENVIRONMENTAL FACTORS:

The work requires physical exertion such as long periods of standing, walking, bending, stretching, climbing and lifting objects in excess of 10 lbs. The incumbent may be exposed to occupational hazards such as blood-borne pathogens, which may include but not limited to, Hepatitis B and Human immunodeficiency Virus (HIV) and Hantavirus requiring the incumbent to wear protective clothing & gear and adhering to safety precautions and standards. Travel on and off the reservation is required.

MINIMUM QUALIFICATIONS:**1. Required Education, Training and Experience:**

Education: High school diploma or G.E.D. certificate;

AND

Training: Certificate of training in Custodial/Janitorial practices and procedures;

AND

Experience: Five (5) years custodial experience, three (3) years of which is in supervisory capacity addressing budgeting, Personnel issues, employee evaluations, etc.

OR

Any equivalent combination of Education, Training or Experience which demonstrates the ability to perform the duties of the position.

2. Required Knowledge, Skills and Abilities:

Knowledge:

- Knowledge of custodial cleaning methods, practices and procedures
- Knowledge of occupational safety and health regulations and guidelines
- Knowledge of custodial equipment preventative maintenance and repair
- Knowledge of environmental protection regulations and guidelines
- Knowledge of general office practices & procedures and computer hardware, software and peripherals

Skills:

- Skill in verbal and written communications
- Skill in prioritizing, coordinating, scheduling, assigning, reviewing, and evaluating work
- Skill in loading, storing, delivering, maintaining, and securing custodial supplies and equipment
- Skill in effective customer service techniques

Abilities:

- Ability to lead and motivate staff creating a teamwork concept/environment
- Ability to establish work assignments and supervise their completion
- Ability to perform the full functional responsibilities of the position
- Ability to safely utilize and instruct others in the use of chemicals, cleaning material, and equipment
- Ability to establish and maintain positive professional working relationships with others

NECESSARY SPECIAL REQUIREMENTS:

1. Must possess valid Arizona Driver's License and satisfactorily pass the Hopi Tribe's Defensive Driving Course.
2. Must complete and pass the pre-employment screening which includes a fingerprint, drug-test, Local, State & Federal background investigation in accordance with Hopi Tribal Policy.
3. Must satisfactorily complete an annual physical examination and drug & alcohol test.
4. Possess or be able to obtain & maintain certification a First Aid and Cardiopulmonary Resuscitation (CPR) card.