

SEMINOLE COUNTY PUBLIC SCHOOLS, FLORIDA

Position/Job Description

SUPERVISOR I, Custodial

QUALIFICATIONS

- High School Diploma or equivalence or Florida Special Diploma.
- Experience in custodial, housekeeping, janitorial or the equivalent.
- Supervisory experience.

KNOWLEDGE, SKILLS, ABILITIES

- Knowledge of basic housekeeping responsibilities.
- Knowledge of basic mechanical and technical applications, as related to cleaning and sanitizing public school rest rooms, classrooms, offices, cafeterias, auditoriums, gymnasiums, and all related areas.

SUPERVISION

REPORTS TO Manager, Custodial Services
SUPERVISES Custodial workers, as assigned

POSITION GOAL

To supervise over ten (10) custodians to ensure an optimum level of cleaning, sanitizing, and floor care maintenance.

PERFORMANCE RESPONSIBILITIES

1. *Provide custodial support and resources to site-based administration and head custodians.
2. *Perform annual and general assessments of site-based custodians.
3. *Organize work schedules and provide direction to site-based custodial staff to maximize efficiency.
4. *Perform documented, visual inspections of areas of custodial staff.
5. *Provide hands-on training for site-based custodians on the proper operation, handling, and storing of cleaning equipment and chemicals.
6. *Maintain records and inventory of custodial supplies and equipment at each site.
7. *Order custodial supplies and equipment for Custodial Services and assist sites in managing and ordering their supplies and equipment.
8. *Perform general custodial duties for absent custodians.
9. *Lead District-based crews and perform floor care maintenance responsibilities.
10. *Participate in training instructions and activities.
11. Perform other duties as assigned by the Custodial Services Manager or Director of Custodial Services.

**Denotes essential job function/ADA*

EQUIPMENT / MATERIALS

Vacuum cleaners, wet/dry vacuums, floor machines ranging from 175 RPM to 2000 RPM, automatic floor machines, carpet extractors, pressure washers, and blowers.

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PHYSICAL REQUIREMENTS

Heavy Work Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

PHYSICAL ACTIVITIES

Sitting Resting with the body supported by the buttocks or thighs.
Standing Assuming an upright position on the feet particularly for sustained periods of time.
Walking Moving about on foot to accomplish tasks, particularly for long distances.
Climbing Ascending or descending ladders, stairs, scaffolding, ramps, poles, etc. Using feet and legs and/or hands and arms.
Balancing Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or moving surfaces.
Bending Lowering the body forward from the waist.
Stooping Bending body downward and forward by bending spine at the waist through the use of the lower extremities and back muscles.
Kneeling Bending legs at knee to come to a rest on knee or knees.
Crouching Bending the body downward and forward by bending leg and spine.
Crawling Moving about on hands and knees or hands and feet.
Twisting Moving body from the waist using a turning motion.
Reaching Extending hand(s) and arm(s) in any direction.
Pushing Using upper extremities to press against something with steady force order to thrust forward, downward or outward exerting up to 100 pounds of force.
Pulling Using upper extremities to drag, haul or tug objects in a sustained motion exerting up to 100 pounds of force.
Lifting Raising objects from a lower to a higher position or moving objects horizontally from position to position through the use of the upper extremities and back muscles exerting up to 100 pounds of force.
Finger Dexterity Picking, pinching, typing or otherwise working primarily with fingers rather than with the whole hand or arm.
Grasping Applying pressure to an object with the fingers and palm.
Feeling Perceiving attributes of objects, such as size, shape, temperature or texture by touching with the skin, particularly that of fingertips.
Repetitive Motions Substantial and continuous movements of the wrists, hands, and/or fingers.
Talking Expressing or exchanging ideas by means of the spoken word. Those activities in which detailed or important spoken instructions must be conveyed accurately, loudly or quickly.
Hearing Acuity The ability to perceive speech and other environmental sounds at normal loudness levels.
Visual Acuity The power to see at a level which allows reading of numbers and text, operation of equipment, inspection of machines, etc.

WORKING CONDITIONS

Outdoors The worker is subject to outside environmental conditions. There is no effective protection from weather conditions such as wind, moisture, sunlight, extreme temperature changes, etc.
Indoors The worker is subject to inside environmental conditions. There is protection from weather conditions but not necessarily from temperature changes.
Heat The worker is subject to extreme heat. Temperatures are above 100 degrees for periods of more than one hour.
Noise The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above the ambient noise level.
Vibration The worker is subject to vibration. There is exposure to oscillating movement of the extremities of the whole body.
Hazards The worker is subject to hazards. This includes a variety of physical conditions, such as proximity to moving mechanical parts, electrical current, working on scaffolding and high places, and exposure to high heat or chemicals.
Atmospheric Conditions The worker is subject to atmospheric conditions. One or more of the following conditions affect the respiratory system or the skin, fumes, odors, mists, gases or poor ventilation.
Oils The worker is subject to oils. There is air and/or skin exposure to oils and other cutting fluids.

TERMS OF EMPLOYMENT

PAY GRADE

A8-15-I \$35,335 - \$56,630

District Salary Schedule
Months 12
Annual Days 258
Weekly Hours 40.0
Annual Hours 2064

POSITION CODES

PeopleSoft Position TBD
Personnel Category 18
EEO-5 Line 52
Function 7900
Job Code 1436
Survey Code 79025

FLSA

Applicable
 Not applicable

Previous Board Approval

BOARD APPROVED

February 16, 2016
March 24, 1998

ADA Information Provided by Amber Sperlich
Position Description Prepared by Amber Sperlich