



## CLASS SPECIFICATION

**Class Title:** Custodial Supervisor  
**Department:** County-wide  
**FLSA:** Non-Exempt

**Class Code:** 1162  
**Grade:** 18  
**Eff. Date:** 4/14/97  
**Revised:** 06/08/17

### GENERAL PURPOSE

Under the general supervision of the Director or Assistant Director, performs routine custodial and light maintenance duties, and supervises custodial work in assigned County buildings at multiple locations throughout Davis County.

### EXAMPLE OF DUTIES

Supervises custodial staff; schedules, directs, monitors and evaluates routine custodial work; participates in personnel decisions related to custodial staff; schedules training for custodial staff. Completes employee performance evaluations in compliance with County Policies and Procedures.

Manages outsourced vendor contract including execution, performance, quality control, vendor relations, and overall satisfaction.

On a regular and frequent basis, travels to County buildings at multiple locations throughout the county and performs inspections to ensure custodial work is completed in a satisfactory manner.

Performs custodial work that includes sweeping, mopping, vacuuming, dusting, removing trash, cleaning restrooms, and finishing hard surface and resilient floors.

Moves and sets up equipment and furniture for meetings and special events; returns equipment and furniture at the completion of event.

Performs routine/simple maintenance and operational duties such as changing lights, repairing vacuums and servicing cleaning equipment.

Performs routine maintenance, as needed, that may include minor emergency repairs, removing snow from walkways, repairing restroom equipment, changing batteries and lights, etc.

Maintains necessary inventory of cleaning supplies, chemicals, and paper products; completes purchase requisitions when necessary.

Manages and monitors custodial operations budget, expenditures and overall product consumption.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs related duties as assigned.

### MINIMUM QUALIFICATIONS:

#### 1. Education and Experience:

High school graduation and four (4) years of related custodial experience in a public facility or industrial environment, one (1) year of which must have been in a lead or supervisory capacity; OR an acceptable combination of education and experience.

**Preference for** experience with budget oversight and/or custodial oversight of buildings at multiple locations.

**2. Special Qualifications:**

Selected applicant may be subject to, and must pass, a criminal history background check.

Employees driving a personal or a County vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

**3. Necessary Knowledge, Skills and Abilities:**

**Knowledge of:** custodial methods, supplies, inventory control, tools, and equipment, budgeting, and supervisory principles.

This position requires the driving of a motor vehicle; skill in operating a motor vehicle in a safe manner; ability to insure motor vehicle is operating in a safe manner; knowledge of Utah motor vehicle rules and regulations.

**Ability to:** assign, supervise and evaluate the work of others; follow instructions related to cleaning solutions; operate cleaning tools and equipment; lift up to 75 lbs., communicate effectively (orally and in writing); follow written and oral instructions; establish and maintain effective working relationships with supervisors, employees, other agencies, and the general public.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. **All requirements are subject to possible modifications to reasonably accommodate individuals with disabilities.**