

MONTGOMERY COUNTY CLASSIFICATION SPECIFICATION: 5/14/02	CLASS TITLE: CUSTODIAL WORKER SUPERVISOR	CODE: 42115
	MAJOR AGENCIES: BCC (PUBLIC WORKS DEPARTMENT-ONLY)	PAGE <u>1</u> OF <u>1</u>

**CLASS CONCEPT:** Primary supervisory level in custodial services under general supervision of Building Maintenance Supervisor I or II requiring working knowledge of floor care and general custodial services in order to supervise entry and full performance level custodial workers and inspect the assigned facility. Normal size staff (5-17). Performs the material and substantial duties of the classification more than 50% of the time.

RANK	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	Supervises entry and full performance level custodial workers, inspects the facility and environment for cleanliness and safety, monitors assigned custodial equipment for proper operating condition, maintains stock, orders and distributes supplies to workers.	<u>Knowledge of</u> 6 (labor relations), 7 (manpower planning), 8 (employee training and development), 9b (supervision--direct), 10 (safety practices),* 11b (human relations), 13 (office practices and procedures),* 15 (counseling), 16 (interviewing); <u>Skill in</u> 29 (equipment operation--light and heavy housekeeping equipment (i.e., floor waxer, buffer); <u>Ability to</u> 30b (recognize unusual or threatening conditions & take appropriate action), 30d (deal with problems involving few variables within familiar context), 30r (deal with many variables & determine specific action (e.g., research, production), 31c (add, subtract, multiply & divide whole numbers), 32i (complete routine forms), 32j (maintain accurate records), 32m (interview job applicants effectively), 32o (prepare meaningful, concise & accurate reports), 34b (work alone on most tasks), 34c (cooperate with co-workers on group projects), 34e (establish friendly atmosphere as supervisor of work unit), 35c (demonstrate strength to lift up to 20 lbs.).
2	Performs tasks of the functional area(s) supervised (i.e., floor care--buffing, stripping, waxing, dust, clean restrooms, move boxes, furniture and equipment operation--buffer, waxer, vacuum cleaner).	
	(Performs Related Duties As Required)	(*Developed After Employment)

UNUSUAL WORKING CONDITIONS: Exposed to chemicals and cleaning products, may work shifts and rotating days.	MINIMUM CLASS REQUIREMENTS: (Including License, If Any) Equivalent to high school diploma and 2 yrs. experience in custodial field and 6 mos. experience <u>or</u> training in employee development and training. - <b>OR alternative, equivalent evidence of the Minimum Class Requirements.</b>  (Other Evidences May Be Substituted)	TRAINING & DEVELOPMENT:
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