

CUSTODIAL SUPERVISOR

DEFINITION: Under general supervision, performs work of moderate difficulty in overseeing, supervising, administering custodial operations to ensure work methods, standards, procedures are followed to maintain a clean, safe environment; and performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Plans, directs and coordinates custodial operations; plans and develops work methods, standards and procedures; supervises and assists staff with custodial duties; performs complex tasks; prioritizes multiple assigned projects; assigns and reviews work upon completion; updates operational policies and procedures in accordance with applicable environmental and management practices; assists with budget proposals development; monitors budget expenditures; maintains inventory control of all custodial supplies, equipment, and services.

Prepares and maintains activity records and reports; interviews and hires custodial employees; conducts employee performance appraisals; trains staff in the safe and proper use of equipment; provides and enforces safety and health regulations and procedures; ensures staff maintain required certification; maintains certified vendor lists; researches and remains current on supply information; receives and responds to telephone inquiries; responds to all correspondence relating to custodial duties; plans and directs in-serving training.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

- 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 supervisory methods and practices.
- Knowledge of general office practices and procedures and computer hardware, software and peripherals.
- Knowledge of custodial methods, practices and procedures.
- Skill in prioritizing, coordinating, scheduling, assigning, reviewing and evaluating work.
- Skill in maintaining a clean safe working environment.
- Skill in utilizing health, safety and environmental policies, practices and procedures.
- Skill in loading, storing, delivering, maintaining and securing custodial supplies and equipment.
- Skill in following verbal and written communication in development of in-service training, reports and instructions.
- Skill in safely utilizing and instructing others in the use of chemicals, cleaning materials and supplies.
- Skill in using customer service techniques when responding to inquiries and complaints.
- Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work involves occasional lifting, carrying and moving equipment, materials, and cleaning supplies weighing up to 50 lbs. with exposure to potential hazardous chemicals and fumes.

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MINIMUM QUALIFICATIONS:

- A high school diploma/GED; and four (4) year of responsible custodial experience, two (2) year of which must have been in a supervisory or lead capacity; or an equivalent combination of education and experience.

Special Requirements:

- Possess a valid state driver's license, a current First Aid Certificate and a Cardiopulmonary Resuscitation (CPR) Certificate.

PREFERRED QUALIFICATIONS:

- Proficient in Microsoft Office software or other computer applications.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.