

Jessamine County Fiscal Court Job Description



Custodial Supervisor

Location: Jessamine County, Kentucky

Department: Facilities Management

Type: Full Time

Salary Grade: 6 - \$39,925 Starting

Reports to: Director of Facilities

Date Approved: Prior

Position Summary:

Under general supervision, performs custodial services and supervises other custodial employees to assure county offices and properties are properly maintained on a daily basis.

Key Responsibilities:

- Sets schedules of employees and assists in cleaning of County owned properties. Examples of duties include: dusting (office furniture, doors, window sills, light fixtures, blinds, etc.), cleaning offices, cleaning floors (tile, wood and carpet), mopping, stripping and waxing floors, trash removal, cleaning restrooms, cleaning walls, cleaning all exterior glass doors and interior office glass (not windows).
- Training of employees for safety compliance associated with all chemicals and their handling within the scope of the position.
- Collaboration with maintenance where required for facility upkeep including Entering workorders and requests
- Utilizing Workeasy software for the collecting of and approval of employees' time and attendance
- Coaching and development of those being supervised
- Any other function required by the Director of Facilities or County Judge/Executive.

Working Conditions:

- The work environment and physical characteristics described here are representative of those an employee encounters while performing the essential functions of this position.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
-
- While performing the duties of this position, the employee is exposed to cleaning agents and other chemicals covered under the Hazard Communications plan.
-
- While performing the duties of this position, the employee is regularly required to use hands to finger, grasp, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. Lifting, moving, pushing or pulling up to 10 pounds.

Qualifications:

- High School Graduate or equivalent supplemented by three (3) years of general knowledge of responsible cleaning techniques.
- Valid Kentucky Driver's License in good standing and any requirements issued by state or local government.
- Considerable knowledge of property maintenance equipment and procedures.
- Ability to meet standards of supervising others
- Knowledge of safe and environmentally sound cleaning practices

Working Hours:

- Scheduled for 40 hours per week and overtime as needed.

Position is Non Exempt