



Delaware County

This document is used to provide a basic description of essential duties and other work elements

Job Title: County Building Custodian Supervisor	
Department: County Commissioners	Position Fund Account No.:
Division:	Job Category: LTC
Work Schedule: Afternoon Hours	Job Grade:
Reports to:	Status: Full-time
FLSA Status: Non-exempt (OT eligible)	Effective Date: May 2003 Re-evaluation Date: December 2023

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Delaware County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job unless the accommodation would present an undue hardship.

Incumbent serves as County Building Custodian Supervisor for Delaware County Commissioners, responsible for maintaining grounds and buildings.

DUTIES:

Supervises and directs assigned staff, including hiring new staff, providing corrective instruction, and evaluating performance.

Maintains clean and neat facility, including taking out trash, cleaning and mopping, vacuuming carpets, dusting, and spot cleaning carpets.

Performs duties such as stripping and waxing floors, washing windows and cleaning trash cans as needed.

Performs related duties as assigned.

I. SKILLS AND KNOWLEDGE:

High school diploma or HSE required.

Must be at least 21 years of age.

Ability to meet all department hiring requirements, including passage of a drug test.

Working knowledge of department policies and procedures, cleaning skills, and ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Working knowledge of and ability to make practical application of Department safety policies and procedures, including OSHA guidelines and safety precautions and practices applicable to working with a variety of cleaning chemicals, cleaners, and solvents, with ability to read and understand label directions for correct mixing and use of cleaning supplies and chemicals.

Ability to properly operate a variety of hand and/or power tools in performance of duties, including, but not limited to mop, broom, and steam cleaner.

Ability to work alone with minimum supervision and with others in a team environment, and work rapidly for long periods.

Ability to understand, memorize, retain, and carry out written or oral instructions and present findings in oral or written form.

Shall comply with all employer and Department policies and work rules, procedures, and job tasks, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to or maintain confidentiality of department information and records according to state requirements.

Ability to apply knowledge of people and/or locations, plan and layout assigned work projects, and perform arithmetic calculations.

Ability to occasionally work extended, and/or evening hours.

Possession of a valid driver's license and demonstrated safe driving record.

II. RESPONSIBILITY:

Incumbent performs duties according to supervisor and/or seasonal deadlines. Assignments and objectives are set jointly by supervisor and incumbent by following standard operating procedures or policy and procedural manuals. Incumbent's work is reviewed in process and upon completion to ensure proper work sequences and adherence to instructions. Care and skill are required to prevent damage to tools, equipment, and property, and prevent injury to self and others.

Incumbent reports to Building Supervisor.

III. PHYSICAL EFFORT:

Incumbent's duties may involve continuous physical exertion, hearing sounds/communication, handling/grasping/fingering objects, sitting/walking at will, standing/walking for long periods, pushing/pulling objects, lifting/carrying objects weighing over 50 pounds, reaching, bending, close/far vision, color/depth perception, speak clearly, and crouching/kneeling.

IV. WORKING CONDITIONS:

Incumbent performs a majority of duties in an office building, involving frequent exposure to normal hazards associated with cleaning, such as working near chemicals, grease, dirt, dust, and fumes. Safety precautions must be followed at all times to avoid injury to self and may respond to situations involving potential physical harm to self and others. Incumbent must wear protective clothing or equipment.

Incumbent is occasionally required to work extended, and/or evening hours.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of County Building Custodian Supervisor for the Delaware County Commissioners describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Approved by Human Resources Director: _____Date_____

Supervisor Signature Date

Reviewed with Employee Date

Employee's Signature (Printed Name) Date

Signed copy to: Human Resources(Original)
Supervisor