

STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV32606
Job Class Code:	150	Salary Schedule:	AREG
EEO Category:	08	Grade:	13
Workers Comp Code:	9015		

Job Code Established:	09/28/92	Effective Date:	
Job Code Revised:	01/01/04	Effective Date:	

JOB CODE SERIES: Residential Services

JOB CODE TITLE: CUSTODIAL CREW SUPERVISOR I

HRIS TITLE: CUSTODIAL CREW SPV I

CHARACTERISTICS OF THE CLASS: Reports normally to a maintenance or custodial supervisor; exercises some independent judgment. Has the authority to establish priorities for the work unit; adjust cleaning procedures and products for best results; reassign staff resources as needs arise. Supervises custodians performing the cleaning of buildings, furnishings, equipment and surrounding areas; this includes routine and specialized cleaning activities; determines work procedures, assigns and inspects completed work; implements hiring or termination decisions; approves leave; orders, stores, issues and monitors the usage of cleaning supplies. Work product consists of Scheduled cleaning assignments met; staff supervised and trained in all areas of cleaning and sanitization; cleaning equipment and records maintained; controlled use of cleaning supplies; effective staff performance evaluations. Responsible for quality custodial services and timeliness of job completion; training and supervision of a subordinate staff; effectiveness of the work unit.

EXAMPLES OF DUTIES: Supervises the daily operation of a custodial worker crew; reassigns hours and assignments to complete tasks. Visits and inspects work in progress, provides guidance in use of powered equipment and cleaning products. Maintains a record of equipment/material used, man hours expended for mobility assigned staff. Reviews and inspects work of staff for quality control; formulates plans for improvement. Trains new workers on-the-job to perform tasks that will become part of everyday work routine. Orders cleaning supplies from warehouse; reviews stock in short supply, and routes order for purchase. Resolves problems and questions presented by staff regarding work processes, policies and methods. Surveys and inspects carpeting in state buildings; develops work priorities and schedules for carpet cleaning. Conducts safety and security checks on buildings while making rounds.

Maintains employee leave records; approves/disapproves leave requests. Reviews and evaluates work performance of the staff; confers with individual employees. As first line supervisor, initiates disciplinary actions for infractions of rules. Drives state vehicles to transport cleaning supplies and equipment to various buildings. Instructs, guides, and counsels subordinate level workers in detecting and correcting safety hazards. Writes inspection reports; confers with manager making recommendations relating to methods and procedures for service to be provided for State agencies. Attends periodic workshops/training sessions to improve working knowledge and skills. Performs preventative maintenance on cleaning equipment and minor electrical adjustments and emergency repairs on powered cleaning equipment. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: cleaning methods, materials and practices used in a cleaning operation; the chemical reactions of cleaners on various surface types; principles and practices of leadership and work management; policies and procedures established for the work system; safety precautions required for potential occupational hazards.

Skill in: operating and caring for commercial custodial equipment including vacuum cleaners and scrubbing/polishing machines.

Ability to: oversee work procedures; resolve problems; identify training needs of staff; develop and provide training to address identified needs including the operation and care of commercial custodial equipment; control the cleaning supplies inventory; identify and correct unsafe work conditions; apply safety rules.

SPECIAL SELECTION FACTORS: Requires ability to pass a post-offer physical exam. May require possession of and ability to maintain a current, valid Arizona drivers license appropriate to the assignment.