

STATE OF ARIZONA JOB CODE CLASSIFICATION SPECIFICATION

FLSA:	NEXP	Job Code:	ACV32607
Job Class Code:	150	Salary Schedule:	AREG
EEO Category:	08	Grade:	14
Workers Comp Code:	9015		

Job Code Established:	1/31/87	Effective Date:	
Job Code Revised:	1/1/04	Effective Date:	
Job Code Revised	05/21/2012	Effective Date:	05/12/2012

JOB CODE SERIES: Residential Services

JOB CODE TITLE: CUSTODIAL CREW SUPERVISOR

HRIS TITLE: CUSTODIAL CREW SPV

CHARACTERISTICS OF THE CLASS: Under general supervision, supervises custodians and/or inmates performing the cleaning of buildings, furnishings, equipment and surrounding areas; this includes routine and specialized cleaning activities and/or in-depth cleaning procedures; may also supervise the set up of properties for large events

EXAMPLES OF DUTIES: Supervises the daily operation of work crews engaged in the heavy duty cleaning of buildings and/or in cleaning areas, setting up, taking down and removing properties for special events; reviews and evaluates work performance of subordinate workers; trains new workers; interviews prospective applicants; implements hiring or termination decisions; initiates disciplinary actions; recommends personnel action; approves leave; orders, stores, issues and monitors the usage of cleaning supplies; inspects work in progress, instructs, directs, and advises to assure work products conform to plans; surveys surfaces of hard floors and carpeting, develops work priorities and schedules pertinent assignments; conducts safety and security checks on buildings; checks property and equipment inventory; schedules deliveries to pertinent agency cleaning supply stations; writes inspection reports; performs preventative maintenance and basic or emergency repair on all cleaning equipment. Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: safety procedures and first aid; effective and operational use of both commercial cleaning equipment and supplies; layout and square footage of buildings; set ups for all types of events; 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; scheduling procedures; 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; apply the principles and practices of leadership and work management; teach the operation and care of commercial, custodial equipment; adjust staff assignments to compensate for absenteeism; identify training needs; develop and provide training to address identified needs; identify and correct unsafe work conditions; apply safety rules; control the cleaning supplies inventory; establish and maintain work relationships with plant managers, installers, agency representatives and the general public

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