

# Market Range Detail - Custodial Supervisor

## Effective Date

February 3, 2014

## Market Range Title Description

### PURPOSE STATEMENT

This position is responsible for serving as a supervisor over a custodial crew performing routine manual tasks in maintaining the cleanliness, sanitary conditions, and appearance of County buildings and to perform higher level specialized custodial tasks.

### PRIMARY DUTIES

This job may include the following job duties and is not an all-inclusive list of all job duties that may be required. Employees will be required to perform other related duties as assigned.

- Supervise custodial staff; inspect and monitor all work
- Assist in the preparation of work schedules, review and approve time sheets in ADP; assist employees with ADP payroll system
- Train custodial staff in all housekeeping procedures to prevent any health violations
- Schedule and conduct safety meetings in order to comply with all EPA, Occupational Safety and Health Administration (OSHA), Arizona Health Department and MSDS standards
- Ensure the cleanliness and sanitary conditions of County facilities
- Work with cleaning fluids, chemicals, cleaning agents or similar solutions using only standard protective equipment while maintaining County facilities
- Operate, maintain and perform minor repairs to power-driven custodial equipment
- Maintain the safekeeping of keys used to lock/unlock secure areas to be cleaned
- Enter data and maintain work logs and records
- Receive and resolve complaints and problems; analyze field problems; develop proactive solutions
- Inventory all cleaning supplies/equipment on a periodic basis; order, control, and assign all supplies, cleaning chemicals, and equipment for assigned areas
- Make recommendations for purchases to management
- Generate work orders for special projects
- Coordinate and participate in training program(s) for custodial staff
- Inspect assigned work areas regularly
- Perform other duties as assigned by the supervisor
- Provide exemplary customer service
- Be present at work site to perform assigned tasks at the times and dates scheduled and/or assigned by supervisor

## Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$15.35	\$19.54	\$23.72

## Likely Minimum Qualifications

- High School Diploma or G.E.D.; two (2) years of custodial work experience

### Glossary:

**Market Range Title:** Broad grouping of related positions with like job responsibilities and qualifications. Market Range Titles typically include positions ranging from entry level to senior/lead level unless indicated otherwise.

**Effective date:** The date the salary range was implemented for use.

**Market Range Title Description:** Broad description of sample job duties and responsibilities of positions included in the Market Range Title. Each position included in a Market Range Title also has a job description that is specific to the department. Departments are responsible for writing and maintaining job descriptions for positions in their department. Employee Compensation is responsible for writing and maintaining Market Range Title Descriptions.

**Likely Minimum Qualifications:** Typical minimum qualifications for positions assigned to the Market Range Title. Because a broad group of jobs in different departments are included in a Market Range Title, minimum and preferred qualifications may vary slightly depending on the area of assignment.

**Market Range:** The minimum, midpoint, and maximum salary points for all positions included in the Market Range Title.

**Hiring Range:** The hiring range for all positions is ordinarily the minimum of the market range to the midpoint. The use of a different hiring range must be approved by Employee Compensation. Departments should use a hiring range that is within their funding capabilities and are required to comply with the County's Funded Position Policy ensuring that applicants are extended a rate that is supported by the department's budget.

**Working Title:** The specific title used by a department to identify a position within their organizational structure. Use of working titles is flexible and aimed to assist departments in identifying the unique functions and responsibilities of each position and is representative of the assigned Market Range Title. Ordinarily, supervisory and/or managerial titles should not be used for positions not assigned to a supervisory and/or manager Market Range Title.