

Market Range Detail - Custodial Manager

Effective Date

February 3, 2014

Market Range Title Description

PURPOSE STATEMENT

This position is responsible for managing Custodial Supervisors in all housekeeping procedures overseeing trustee labor in all MCSO jail facilities (1 million square feet).

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.

- Ability to communicate both orally and in writing
- Coordinate and participate in training and safety programs for the Custodial and Quality Assurance personnel
- Order, control, receive, and assign all supplies, cleaning chemicals, and equipment for assigned areas
- Generate work orders for special projects
- Knowledge of OSHA, EPA, Hazmat also Arizona Safety and Health Laws and regulations
- Monitor personnel performance and conducts regular coaching sessions; issues formal performance reviews at appropriate times cycles
- Promote, coach, and lead employees to participate in process improvement teams and encourage employee suggestions
- Foster continuous improvement in all areas of responsibility and looks for methods to reduce creating costs
- Perform administrative functions such as ADP, monthly activity reports, performance and trend charts
- Participate and assist in special projects and implementation of new programs and methods
- Provide exemplary customer service via email, fax, telephone, and/or in perso

Market Range

Minimum Hourly Rate	Midpoint / Hiring Maximum	Maximum Hourly Rate
\$23.21	\$28.12	\$33.02

Likely Minimum Qualifications

- High School Diploma or G.E.D.; three (3) years of construction or maintenance, lead and/or supervisory 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.