

CLASS SPECIFICATION FOR
Maintenance Supervisor

GENERAL STATEMENT OF DUTIES: Supervises Custodial Workers and Custodians I and II in the performance of custodial and groundskeeping work in assigned County buildings and facilities; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This work involves the responsibility for assigning and inspecting the work of Custodians and Custodial Workers in an assigned area. This class is responsible for training employees in the more complicated or new custodial tasks or methods. Areas of work and standards to be met are determined by the Buildings and Grounds Manager, who checks on the performance of assignments.

EXAMPLES OF WORK (illustrative only):

- Trains workers and inspects buildings in an assigned area;
- Keeps daily records of time worked and sick, annual and other leave taken by subordinates;
- Fixes broken equipment or takes it to be repaired;
- Checks on staffing in various buildings and reassigns personnel so that staffing is adequate to complete tasks;
- Keeps abreast of new cleaning methods and materials;
- Makes daily cleaning schedule for each location;
- Completes performance evaluation forms on employees and recommends termination of workers whose performance is not satisfactory;
- Orders and maintains/secures inventory of cleaning supplies, custodial equipment, housekeeping items and landscaping products and materials;
- Prepares specifications for annual contracts for housekeeping, lawn maintenance and landscaping;
- Oversees the work of contractual personnel to assure compliance with County standards and specifications;
- Assists in providing information for preparation of annual budget;
- Assigns personnel to work special events such as meetings, elections, and recreation programs;
- Orders, receives and inventories supplies;
- Responsible for landscape and grounds maintenance and pest control;
- Responds to burglar alarms when notified;
- Interviews custodial personnel and new applicants for vacancies;
- Schedules cleaning tasks that are done on a less frequent basis, such as rug shampooing;
- Supervises snow and ice removal;
- Checks facilities for damage after storms, alarms, and emergencies;
- Performs related work as assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Extensive knowledge of building cleaning procedures, equipment and compounds; extensive knowledge of grounds maintenance practices; ability to follow written and oral instructions and to interpret these to subordinates; ability to plan and supervise the work of others; ability to keep records and make reports; good knowledge of proper safety procedures and the ability to impart appropriate safety information to staff; ability to establish and maintain effective and cooperative working relationships with staff, employees, representatives of other departments and agencies and the general public; ability to monitor contracts and to ensure contracted provision of services; proven customer service skills.

MINIMUM EDUCATION AND EXPERIENCE: Completion of high school and five (5) years of supervisory experience as a custodian in charge of a large complex or of multiple facilities; OR, any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENT: Requires a valid Virginia driver's license.

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This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.