



## CALHOUN COUNTY, ALABAMA JOB DESCRIPTION

### **Part-Time Custodian Supervisor**

**Department:** County Commission

**Reports to:** Calhoun County Administrator

**Subordinate Staff:** Custodians

**Other Internal Contacts:** Employees and Members of the County Commission.

**Class:** Non-Civil Service; FLSA – Non-Exempt

**Pay:** Step hire, \$14.2651 an hour

WORK HOURS are Typically 4:30 pm to 9:00 pm Monday - Friday. Occasional weekend, daytime, or evening work may be required.

**Note:** Statements included in this description are intended to reflect the general duties and responsibilities of this job and are not to be interpreted as being all-inclusive. The employee may be assigned other duties that are not specifically included.

### **JOB SUMMARY**

The primary component of this role is to supervise the cleaning team in performing cleaning duties and associated tasks. Work will be performed in accordance with the County Operations and County Handbooks, and within the framework of existing schedules. This Position is Part-time only and will be Monday-Friday some weekends as needed.

### **ESSENTIAL FUCTIONS**

**ESSENTIAL FUNCTIONS:** The following list was developed through a job analysis; however, it is not exhaustive and other duties may be required and assigned. A person with a disability which is covered by the ADA must be able to perform the essential functions of the job unaided or with the assistance of a reasonable accommodation.

- Ensure all assigned duties are carried out, and that resources are efficiently utilized.
- Ensure that the County policies and procedures are adhered to by staff.
- Act as a communication conduit between management and staff.
- Maintain and control use of stock, equipment & consumables.
- Request purchase of consumables, equipment and materials.
- Monitor absenteeism.
- Actively promote health and safety, and report any breach directly to the Administrator.
- Ensure that all staff wear all appropriate PPE.
- Where required, gather and provide information on a daily, monthly and annual basis, including schedules, consumable issues and usage etc.

- Work with members of other teams as required.
- Check all equipment that require replacement items as needed.
- Report faulty equipment to the Administrator within 12 hours of breakdown.
- Ensure housekeeping standards are met and maintained in all facilities, and report shortcomings/faults to the Administrator.
- Monitor standards and compliance of work performed by employees
- Monitor and assist in planning for holiday work requirements (bi/annual cleaning work).
- Other duties as assigned.

WORK HOURS are Typically 4:30 pm to 9:00 pm Monday - Friday. Occasional weekend, daytime, or evening work may be required.

### **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge of Fluent English – reading, writing and speaking
- Demonstrate the aptitude or competence for assigned responsibilities • Physically fit – the role requires walking, lifting, bending and other physical abilities
- Computer literacy advantageous
- Good communication skills
- Good organizational skills
- Able to supervise staff
- Honest and reliable
- Use own initiative and be proactive

### **ESSENTIAL ABILITIES**

Work in this class includes sitting, walking, bending, stooping, and lifting weights of approximately 65 lbs or less unassisted and weights over 65 lbs with assistance. Employee must be able to maneuver in tight places such as climb ladders, step over obstacles, step on and off machinery, etc. Employee may be exposed to hazardous materials.