



EMPLOYMENT OPPORTUNITY
GADSDEN COUNTY BOARD OF COUNTY COMMISSIONERS
QUINCY, FLORIDA

JOA No. 20-038

Date Posted: October 9, 2020

Custodial Supervisor

Position #0410

Facilities

Salary Range \$12.96 – \$19.43 Hourly

Position Closes: October 22, 2020

*****BACKGROUND CHECK AND DRUG SCREENING IS A CONDITION OF EMPLOYMENT*****

This is a supervisory position responsible for leading and coordinating the daily work assignments of custodial staff, which involves a variety of janitorial duties in the care and cleaning of assigned buildings and other areas. This position schedules work projects, oversees and assigns work order requests, responsible for the ordering, inventory control and distribution of cleaning supplies and equipment, and other duties as assigned. This position is assigned to a designated work site/building that carries out daily custodial/janitorial duties. The individual in this position may be required to make simple repairs to buildings and equipment and/or maintain grounds surrounding assigned buildings. Incumbent may be required to work irregular hours and/or to rotate shifts. This position is designated as essential, therefore mandatory presence is required during declared emergencies and natural disasters.

ESSENTIAL FUNCTIONS:

Prepares and assigns work orders for completion of assigned projects. Monitors the quality of work performed by custodial staff and ensures timely completion of assignments given. Ensures custodial staff are properly trained in regards to the safety and essential duties of the position. Manages the issuing of supplies and equipment through an inventory control system. Utilizes computer software systems to maintain records and draft correspondence. Recommends purchases of supplies and equipment. Completes custodial duties at assigned worksite. Delivers supplies and other materials to custodial staff at their designated worksites when required/needed. Inspects areas and buildings assigned to custodial staff for cleanliness. Ensures all buildings assigned to custodial staff are properly cleaned and sanitized. Completes and assists with custodial duties in other County Buildings in the absence of assigned custodial staff. Performs other related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of materials, methods and equipment typically used in custodial work. Ability to make minor repairs and adjustment to equipment typically used in custodial work. Knowledge of proper mixing of cleaning chemicals. Knowledgeable and skilled in the ability to order required materials and supplies to carry out essential job functions. Must possess good time management and multitasking skills. Must be able to communicate effectively, both verbal and in writing. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization. Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations effectively.

MINIMUM QUALIFICATIONS:

Possession of a high school diploma or GED with five years of work experience in custodial/janitorial work which includes supervisory responsibility. Possession of a valid state of Florida driver's license with a favorable driving record. Persons who need assistance to participate in the applicant process should contact the hiring authority in advance of the closing date.

Submit a County employment application to the Human Resource Office, 9-B East Jefferson St., Quincy, FL 32353. Applications must be received by the closing date of the advertisement to be considered. Contact Human Resources @ 850-875-8648 with questions regarding the position. You may apply online at <http://www.gadsdencountyfl.gov> or fax your application to 850-662-3291.