

|   |   |                                     |                                  |
|---|---|-------------------------------------|----------------------------------|
|  <p><b>STATE OF<br/>INDIANA</b><br/>CLASSIFICATION<br/>SPECIFICATION</p> | <b>Class Title:</b><br>Building Custodian Supervisor 6  |                                     | <b>Class Code:</b><br>009AA6     |
|   | <b>FLSA Status:</b><br>Non-Exempt   | <b>Salary Schedule:</b><br>SAMLTC 6 | <b>Effective Date:</b><br>8-7-13 |
|   | <b>Summary</b><br>Incumbent is responsible for the custodial care of the buildings located on State of Indiana property. As a working supervisor the incumbent determines priority of work, schedules work and supervises assigned employees. |                                     |                                  |

**Duties:**

- Performs general cleaning duties including, but not limited to dusting, mopping, stripping, waxing, buffing floors; vacuuming carpets and upholstery; emptying non-hazardous and recyclable waste containers; washing walls, windows, and mirrors; sanitizing and cleaning restrooms;
- Supervises, coordinates and inspects the work of subordinate custodians;
- Inspects the buildings; and, the grounds when necessary; for needed custodial care;
- Consults with the supervisor and physical plant director;
- Ensures the proper collection and disposal of recyclable materials and all other non-hazardous waste;
- Ensures all restrooms are cleaned and stocked with appropriate toiletries;
- Procures janitorial supplies from the agency warehouse and ensures proper storage of all chemicals and supplies;
- Ensures all safety standards and precautions are followed by all subordinate workers;
- Inspects and maintains fire extinguishers and emergency lighting
- Maintains Material Safety Data Sheets (MSDS) IAW OSHA regulations on all hazardous substances and chemicals used in the work place;
- Counsels employees, administers necessary discipline up to reprimand, recommends to the intermediate supervisor disciplinary actions of suspension, demotion and/or dismissal;
- Performs related duties as required.

**Job Requirements:**

- Must have and maintain a valid Indiana Driver's License;
- Working knowledge of personnel policies and procedures;
- Knowledge of standard practices, methods, procedures, materials and equipment used for custodial care;
- Ability to plan, schedule, assign, supervise, train and coordinate the daily work of subordinates;
- Working knowledge of IOSHA standards and Material Safety Data Sheets (MSDS);
- Ability to communicate with agency personnel, both military and civilian;
- Must have the ability to perform all duties required of subordinate custodians.

**Difficulty of Work:**

Incumbent uses extensive judgment in scheduling and coordinating employee work priorities.

**Responsibility:**

Incumbent works with very limited supervision using judgment in planning and scheduling custodial services. Incumbent receives general instructions or assignments to prepare for special functions. Incumbent must exercise a reasonable degree of care and safety in the use and storage of cleaning agents and equipment in order to minimize hazardous situations as well as possible injury to self and others.

**Personal Work Relationships:**

Incumbent has daily contact with the military and civilian tenants of the assigned facility. Incumbent coordinates with the purchasing agent to obtain cleaning products, restroom supplies, etc.

**Physical Effort:**

Majority of duties require frequent standing, stooping, bending, pushing, pulling and lifting usually up to 50 pounds. Occasional heavy lifting over 50 pounds is required when moving furniture and equipment. Moderate manual dexterity is required to operate light equipment.

**Working Conditions:**

Incumbent generally works inside making frequent trips outside to and from different buildings and to the trash collection area. The incumbent works outside during inclement weather spreading salt and shoveling snow from surrounding sidewalks as needed.