

**CITY OF GRAND HAVEN  
JOB DESCRIPTION  
CUSTODIAL SUPERVISOR**

**Supervised By:** Facilities Manager  
**Supervises:** Custodial staff  
**FLSA:** Non-exempt

**Position Summary:**

Under the supervision of the Facilities Manager, supervises and performs a variety of custodial tasks related to the upkeep of City facilities and grounds. Interacts with facility users to assure satisfaction and proper use of facilities.

**Essential Job Functions:**

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Supervises a staff of custodial workers. Assists with selection, evaluation, training, scheduling, and discipline of assigned personnel. Processes time cards, time sheets, absence reports, overtime reports, and bonus pay reports for assigned staff.
2. Assists with administrative duties related are area of operation. Maintains computerized and manual inventory system, orders supplies and completes quarterly inventory. Distributes a monthly supply cost memorandum to each City department as well as miscellaneous memos as needed.
3. Cleans and maintains offices, meeting rooms, and public areas in all City buildings. Activities may include:
  - Sweeping floors and walkways
  - Floor maintenance (scrub, strip, wax, buff, polish)
  - Carpet and upholstery maintenance (vacuum, shampoo, spot clean)
  - Wash walls and windows
  - Kitchen maintenance (dishes and silverware, appliances)
  - Dusting, polishing and oiling surfaces
  - Dusting and cleaning blinds and window coverings
  - Cleaning and disinfecting lavatories
  - Cleaning and disinfecting telephones and other items or surfaces
  - Removing trash and refuse.
4. Replaces light bulbs, reports damaged or broken equipment, doors, windows, and walls and other items requiring involved repairs.
5. Completes basic repairs and assembles and installs furniture, shelving and other items.

6. Inspects and maintains custodial equipment and tools in proper operating condition. Completes repairs and coordinates with outside service/repair providers as needed.
7. Sets up, arranges, and tears down furniture for classes, meetings, special events, and other community events. Sets-up and takes down audio/visual equipment.
8. Performs grounds care; collects refuse and yard waste; removes snow and ice from sidewalks and doorways; applies melting and traction substances when needed; removes leaves; and maintains the fountain.
9. Locks and secures buildings and offices.
10. Provides friendly, courteous, and helpful communication when interacting with the general public.
11. Ensures proper inventory of supplies and stock room items. Replenishes lavatory supplies as needed.
12. Performs related work as required.

**Required Knowledge, Skills, Abilities and Minimum Qualifications:**

The requirements listed below are representative of the knowledge, skills, abilities and minimum qualifications necessary to perform the essential functions of the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the job.

Requirements include the following:

- A high school diploma or GED.
- Three or more years of custodial experience with some supervisory experience preferred.
- Knowledge of the practices and safety issues involved in cleaning public facilities.
- Knowledge of the methods, materials, and equipment used in custodial work.
- Ability to coordinate and supervise a staff of custodial workers.
- Ability to maintain accurate records and inventories.
- Ability to work independently and complete assigned work in a timely manner.
- Ability to understand and apply applicable health and safety standards to assure safe and hygienic working conditions.
- Ability to establish and maintain effective working relationships.

**Physical Demands and Work Environment:**

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An employee in this position spends the majority of their time actively engaged in cleaning and custodial work. Duties typically involve moderate to heavy physical activity and exertion, including heavy lifting. An employee in this position is regularly exposed to fumes, dust, chemicals or other hazardous materials, loud machinery and equipment and other dangers associated with facilities maintenance and custodial activities.

An employee in this position must have the strength, stamina and physical coordination required to participate in heavy physical labor as lifting extremely heavy items and walking for extended periods. Further, heavy physical labor such as snow shoveling or landscape maintenance must be performed in adverse weather conditions including extreme heat and severe cold weather. This position is required to have the vision capabilities and manual dexterity needed to operate all assigned equipment and complete tasks.