



Job Description

TITLE: Custodial Manager	JOB CODE: 2445
DEPARTMENT: Parks and Maintenance	FLSA: Non-Exempt
PREPARED: November 2005	FLSA CLASS: Supervisor
UPDATED: March 30, 2022	WORK LOCATION: Farmington, NM
REMOTE WORK ELIGIBLE: NO	

Summary: Under limited supervision, plans, schedules and supervises custodial staff; ensures work is performed in a skillful, timely and safe manner; performs on-the-job training to instruct employees in the use of new equipment and procedures; repairs cleaning equipment; handles service complaints; coordinates all cleaning and furnishes supplies and equipment to custodians.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Supervises assigned staff; prioritizes and assigns tasks and projects; trains and evaluates staff; coaches and instructs employees as required; develops staff skills and conducts performance evaluations.
- Provides assistance to employees in completing work tasks; schedules and oversees major cleaning activities such as carpet shampooing and window cleaning.
- Provides input to the annual budget; requests cleaning supplies and equipment replacement as necessary; implements changes to existing policies and procedures.
- Monitors service levels and recommends operational improvements.
- Trains employees in safety rules and practices; observes performance to ensure that subordinate employees are performing their jobs in a safe and skillful manner.
- Maintains inventory and orders cleaning supplies as necessary; distributes cleaning supplies and equipment to custodians; accounts for all janitorial supplies.
- Prepares buildings for repairs such as carpet installation.
- Repairs of all cleaning equipment including buffers, vacuums, shampooers, and floor machines.
- Performs general maintenance such as painting, repairing locks, and replacing light bulbs.
- Prepares and conducts employee performance evaluations.
- Performs on-the-job training, when necessary, to instruct employees in the use of new equipment and procedures.
- Handles all complaints on service; follows up with customer and investigates complaint; determines corrective actions and directs custodians as appropriate.
- Assists in obtaining bids for various jobs needed such as carpet or tile work.
- Assists in snow removal at various County facilities when needed.
- Coordinates with parks superintendent for custodial help needed during special events.
- Schedules custodial services after major events.
- Coordinate crew to provide assistance in preparing for and cleaning after major fairgrounds events.
- Works events at McGee Park.
- Performs other related duties as assigned.

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Required Knowledge and Skills:

- Knowledge of supervisory principles, practices and methods.
- Knowledge of the requirements and use of material safety data sheets.
- Knowledge of County policies and procedures
- Skill in effectively supervising and leading staff, and delegating tasks.
- Skill in working independently or as a team member.
- Skill in communicating effectively, both orally and in writing.
- Skill in implementing policies and procedures.
- Skill in following and effectively communicating verbal and written instructions.
- Skill in establishing and maintaining effective working relationships with elected officials, County staff and the general public.
- Skill in the use of a personal computer and standard business software.

Education and Experience

- High School diploma or GED equivalent and four (4) years custodial experience including two (2) years lead or supervisory experience.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office and an outdoor environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports. May be subject to adverse weather conditions.
- May be exposed to hazardous and dangerous conditions, such as, cleaning sewers and handling cleaning solvents and paints etc.
- Full-time work hours for this position consist of nights, weekends, holidays, and overtime. Rotating weekend and overtime scheduling is a requirement for the operations of this facility.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment and buffers, shampooers, vacuum cleaners and floor machines.

Approvals:

Employee: _____ **Date:** _____

Supervisor _____ **Date:** _____

Department Head: _____ **Date:** _____