



# Josephine County, Oregon

## Human Resources Office

Josephine County Courthouse  
500 NW 6<sup>th</sup> Street Dept 11 / Grants Pass OR 97526  
(541) 474-5217 / FAX (541) 474-5218 / TTY (800) 735-2900

### POSITION DESCRIPTION

Job Title: Custodial Supervisor  
Department: Building Operations and Maintenance  
FLSA Status: Non-Exempt  
Job Code: 3955  
WC Code: 9015  
Effective Date: January 30, 2006  
Last Revised: July 1, 2014  
Pay Grade: NU8  
Union: Non-Union (Supervisory)

#### SUMMARY

Organizes and supervises janitorial services for County buildings; does related work as required.

#### ESSENTIAL DUTIES AND RESPONSIBILITIES

An employee in this class is responsible for custodial maintenance functions of County buildings. Work is performed under the general supervision of the Building Operations and Maintenance Manager who reviews work on the basis of results attained. Supervision is provided to custodial workers.

#### EXAMPLES OF WORK

(Illustrative Only. Any single position in this classification will not necessarily involve all of the listed duties below and other positions will involve duties which are not listed. These duties represent the essential functions needed of persons in this classification.)

1. Supervises subordinate employees including assigning and reviewing work, evaluating performance, training, taking necessary disciplinary action and recommending hiring and termination decisions.
2. Maintains inventory of supplies required for cleaning.
3. Performs cleaning tasks such as shampooing carpets; waxing floors; vacuuming and cleaning restrooms along side custodial staff.
4. Schedules and supervises community service personnel to assist in painting halls and offices, replacing lights, and clearing clogged drainpipes.
5. Services soft drink machines throughout County buildings.

#### SUPERVISORY RESPONSIBILITIES

Work is performed under the direction of the Building Operations and Maintenance Program Manager who reviews work primarily on the basis of results attained and conformance to established policies and procedures. Direct supervision of subordinate employees (custodians).

## QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Thorough knowledge of methods, materials, tools, chemicals and equipment used in janitorial cleaning and custodial care. Considerable knowledge of work hazards, safety procedures and supervisory techniques. Supervise building custodial functions and support staff; communicate effectively both verbally and in writing; establish and maintain effective working relationships with other employees and the public; determine materials needed for projects.

## EDUCATION AND EXPERIENCE

High school graduation or equivalency; and two years progressively responsible janitorial experience; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and ability to perform the above described duties.

## TYPICAL PROBLEMS ENCOUNTERED

Problems encountered generally revolve around ensuring that the janitors have performed all necessary tasks.

## JOB IMPACT

The most common consequence of error would involve possible exposure to lawsuit from injury to the public.

## JOB CONTACTS

Contacts are with County department heads regarding the cleaning of their offices; County Sheriffs Office and Probation Services to schedule workers; and the public.

## LANGUAGE SKILLS

Ability to communicate effectively both verbally and in writing; maintain records and prepare reports; use initiative and judgment; work independently; establish and maintain effective relationships with county departments.

## MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

## REASONING ABILITIES

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.

## OTHER SKILLS AND ABILITIES

The use of cleaning equipment and proper handling of cleaning solutions.

## CERTIFICATES, LICENSES, REGISTRATIONS

Possession of or ability to obtain a valid Oregon Driver's License; safe driving record.

## BACKGROUND INVESTIGATION

Those employed in this position are subject to a background investigation including criminal background investigation. Conviction of a crime may disqualify an individual for this classification. Must pass Criminal Justice Information Systems (CJIS) security clearance.

## WORK ENVIRONMENT

Work is performed in County buildings. Work involves: continual walking and standing, occasional bending, and occasional lifting of 50 lbs or more and frequently lifting 25 lbs. or more.

## PHYSICAL REQUIREMENTS

The physical requirements outlined are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Josephine County Public Works Custodial Supervisor – Physical Requirements

MATERIALS HANDLING	Essential for job	Frequency of Activity	Comments	EFFORT		KEY:					
				Sustained	Repetitive	Essential (Ess): Essential for job. Frequency (Freq): Based upon 1 hour of work or a % of day					
<b>Lifting</b> 0-10# from floor to overhead	X	Occ-Freq	Garbage, small items, equipment, supplies	0-5 min	50-100x/hr	<b>Freq.</b>	<b>% of day</b>		<b># of times per hour</b>		<b>Min. per hour</b>
<b>Lifting</b> 11-25# from 27" to 76"	X	Occ	Garbage bag, chairs, tables	20 min	50-100x/hr	Rare	1%	<b>or</b>	1x	<b>or</b>	6-12 min/hr
<b>Lifting</b> 26-75 # from floor to 48"	X	Occ	Set-up for events, moving furniture	2-15 mins.	2-5x/week	Occasionally	2-33%	<b>or</b>	Up to 20x	<b>or</b>	Up to 20 min/hr
<b>Carrying</b> 0-10# 10-25 feet	X	Occ-Freq	Garbage, small items, equipment, supplies	0-5 min	50-100x/hr	Frequently	34-66%	<b>or</b>	21-120x	<b>or</b>	Up to 40 min/hr
<b>Carrying</b> 11-25# 10-25 feet	X	Occ	Set-up for events, moving furniture	2-15 mins.	2-5x/week	Constantly	67+%	<b>or</b>	>120x	<b>or</b>	>40 min/hr
<b>Carrying</b> 26-60# 15-100 feet	X	Occ	Furniture, Lg. Equip.	2-3 mins	2-3x/day	Effort: List actual measurement in seconds or minutes per event.					
<b>Pushing</b> 20-60 # of force, 50-1,000 ft at 9, 42 or 80" height	X	Rare-Occ	Garbage carts, cleaning carts, tables	2-3 mins	Up to 20x/hr	Weight/Force: Actual weight or force, measured in foot/lbs.					
<b>Pulling</b> 20-60 # of force, 50-1,000 ft.	X	Rare-Occ	Garbage carts, cleaning carts, tables	2-3 mins	2-6 x /hr	ENVIRONMENTAL FACTORS					
<b>Reaching:</b> above shoulder 72". (# of inches)	X	Rare	Working above head when cleaning	1-5 sec.	Up to 20 x/hr	Time Spent:	Outside <input checked="" type="checkbox"/>	Inside <input checked="" type="checkbox"/>	Comments: Outside only dumping bins		
<b>Reaching:</b> At or below shoulder to floor (# of inches)	X	Rare	Pick up items from floor		1-20 x/hour	Temperature:	Normal <input checked="" type="checkbox"/> Heat <input checked="" type="checkbox"/>	Temp Change <input checked="" type="checkbox"/> Cold <input type="checkbox"/>	Comments: Outside only dumping bins		
<b>Grasp/Power grip:</b>	X	Occ	Push/pull carts, bins	1-5 mins	1-20 x/hour	Humidity:	Normal <input checked="" type="checkbox"/>	Wet/ <input type="checkbox"/>	Dry <input type="checkbox"/>		
<b>Pinch:</b>	X	Occ	Fine motor control activities	<1-2 mins	1-2x/hour	Atmosphere:	Dust <input checked="" type="checkbox"/> Odor <input checked="" type="checkbox"/>	Fumes <input type="checkbox"/>	Gas <input type="checkbox"/>		
<b>Fine Manipulation/ Dexterity:</b>	X	Occ	Tie garbage bags	<1-2 mins	1-2x/hour	Hazards:	Mechanical <input checked="" type="checkbox"/>	Electrical <input type="checkbox"/>	Burns <input type="checkbox"/>		
<b>POSITIONAL ACTIVITIES</b>	Essential for job	Frequency of Activity	Comments	Sustained	Repetitive	PPE Req.:	Ear Plugs <input type="checkbox"/> Footwear <input checked="" type="checkbox"/>	Safety Glasses <input type="checkbox"/> Gloves <input checked="" type="checkbox"/>	Coveralls <input type="checkbox"/> Other:		
Balance	X	Occ	Use of step stool, etc...			Surfaces:	Slippery <input checked="" type="checkbox"/>	Uneven <input type="checkbox"/>	Other:		
Bend	X	Occ	Where unable to use squat or kneel	<1-2 mins	10 - 25 x/hour	Sustained Vibration:	# of min up to 20	Intensity mod.	Other:		

						Sensory Req.	Ess.	Freq.	Sensory Req.	Ess.	Freq.
Kneel	X	Occ	May squat or bend	<1-3 mins	5-25 x/hour						
Squat	X	Occ-Freq	May kneel or bend	<1-3 mins	5-25 x/hour	Speaking	X	Occ	Touch	X	Const
Climbing ladder/stairs		Occ	May take elevator	<1-2 mins	1 x/shift	Hearing	X	Freq	Taste		
Walking/Standing	X	Const		6-7 hrs		Vision	X	Freq	Smell		
Sitting, Sustained						Color Discrimination			Balance	X	Freq
						<b>PDC Level Comments: Heavy</b> – to move furniture, large equipment and to push large garbage bins over floor transitions.					
<b>Upper Extremity:</b>											
Reaching behind body						<b>ASANTE WORK PERFORMANCE CENTER</b> 781 Black Oak Drive, Suite 102, Medford OR 97504 Phone (541) 789-4707 FAX (541) 789-5938			<b>JOSEPHINE COUNTY PUBLIC WORKS</b> <b>GRANTS PASS</b> 201 River Heights Way Grants Pass, Oregon 541-956-7500		
Repetitive front to side arm movement	X	Occ	Scrubbing/mopping	<1-3 mins.	1-5 x/shift						
Awkward wrist motions	X	Occ	Cleaning in awkward positions								
Impact to palm/hand	X	Rare	Use of tools or cleaning equipment								
Keyboarding/10 key											
						Jared K. Hill, MOT,OTR/L		1063134		02-20-06	
						Signature		License #		Date	