



## Southern Nevada Health District Custodial Supervisor

<b>CLASS CODE</b>	2607	<b>SALARY</b>	\$41.08 - \$57.28 Hourly \$85,446.18 - \$119,152.29 Annually
<b>ESTABLISHED DATE</b>	August 12, 2024	<b>REVISION DATE</b>	August 12, 2024

---

### JOB DEFINITION

Responsible for assigning, supervising, and reviewing custodial activities and assigned maintenance tasks to ensure a clean and safe environment at District facilities; performs a variety of administrative and technical tasks related to custodial services, including building maintenance as needed.

#### Distinguishing Characteristics:

This is a professional supervisory level class that is experienced with overseeing custodial maintenance services in the performance of public facilities.

#### Supervision Received and Exercised:

- Receives general supervision from the Facilities Manager and direction from Chief Facilities Officer.
- Exercises direct supervision over assigned custodial staff.

### EXAMPLES OF ESSENTIAL FUNCTIONS & DUTIES

*This classification specification lists examples of essential duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in custodial services of all District buildings and facilities; administers oversight of custodial services and coordination of assigned facilities maintenance functions.
- Participates in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating custodial procedures for assigned facilities.
- Trains custodial staff in work and safety procedures for the operation of equipment and activities of janitorial work; identifies opportunities for improving service delivery methods and procedures; provides recommendations concerning process changes; reviews with appropriate management staff; implements improvements.
- Coordinates the preparation and administration of District work orders; receives, prioritizes, and distributes maintenance work orders; tracks work order progress and ensures timely completion.

- May assist with the scheduling and planning of routine maintenance activities; coordinates with external vendors responsible for maintenance or construction at District facilities; plans and facilitates access to areas in need of maintenance; maintains accurate records of maintenance activities, work orders and inspections.
- Serves as primary point of contact between custodial and maintenance staff; reports the need for maintenance or repair of facilities to the appropriate management staff; corrects or reports any fire or safety hazards; may prepare oral and written maintenance reports, cost estimates, and a variety of documents as needed.
- Facilitates effective communication regarding maintenance activities and schedules; performs troubleshooting and inspections to diagnosis issues; resolves staff or public complaints; provides technical assistance to address and resolve coordination issues that arise between custodial and maintenance staff as needed.
- Inspects cleaning equipment and ensures proper maintenance; reports needs for repair or replacement; monitors and maintains inventory of maintenance supplies and equipment; coordinates procurement of necessary supplies and materials.
- Ensures staff follow safe working procedures, including using the proper safety equipment.
- Promotes and supports the overall mission of the District by demonstrating courteous and cooperative behavior when interacting with customers and staff; acts in a manner that promotes a harmonious and effective workplace environment.
- Performs related duties as directed when such duties are a logical and appropriate assignment to the position level.

## **MINIMUM QUALIFICATIONS**

### **Education, Training, and Experience:**

- Bachelor's degree from an accredited college or university with major coursework in general studies, business administration, management or a related field, and a minimum of four (4) years of increasingly responsible experience in performing facilities custodial work and building maintenance, including one (1) year of lead or supervisory experience, **OR** an equivalent combination of related education, training, and experience.
- Custodial and maintenance experience in public or government facilities preferred.

### **Certificates, Licenses, and Registrations:**

- Valid Nevada driver's license, or ability to obtain within ninety (90) days of employment and maintain insurability under District's insurance program.
- FEMA Incident Command System training for 100, 200, 700 (NIMS), and 800 within six (6) months of date of hire.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

*To perform this job successfully, candidates must be able to perform essential duties satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Applicants will be screened for possession of these through written, oral, performance, or other evaluation methods.*

### **Knowledge of:**

- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.

- Principles, practices, and procedures of preparation and safe usage of cleaning materials, disinfectants, cleaning solutions, solvents, custodial tools, and maintenance equipment.
- Basic principles and practices of preventative and general facilities maintenance.
- All pertinent Federal, State, and local laws, codes, rules, regulations, and standards.
- Business mathematics, budgetary and record keeping practices.
- Basic techniques for public communication, contact, and etiquette.
- Modern office practices, procedures, and equipment including appropriate software applications.

#### **Skill and Ability to:**

- Supervise, train, plan, organize, schedule, assign, review, and evaluate the work of staff.
- Assist in developing and implementing goals, objectives, practices, policies, procedures, and work standards.
- Determine work priorities and effectively coordinate and schedule resources and staff to perform activities and projects within time limits.
- Read and interpret maps, drawings, and engineering plans and specifications, architectural plans and construction related documents.
- Operate modern office equipment; understand and follow written and verbal instructions.
- Communicate clearly and effectively, both verbally and in writing; respond to requests and inquiries from general public and District staff.
- Maintain confidentiality of information and ensure HIPAA compliance at all times.
- Interpret and apply pertinent Federal, State, and local laws, rules and regulations, and District policies and procedures applicable to work; understand and effectively interpret Building Codes.
- Work collaboratively with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds.

#### **Core Workforce Competencies:**

- **C**ommitment: Provide quality service and collaborate with internal and external partners to achieve mutual goals and strengthen community health.
- **A**ccountability: Carry out responsibilities and report in a transparent manner to employ capacity in a creative and agile way, embracing good leadership and stewardship principles to achieve long-term sustainability.
- **R**espect: Recognize and appreciate the dignity and worth of every person, regardless of their background, traditions, talents, or skills. Build positive relationships that foster inclusion and belonging for all, ensuring access to services based on needs.
- **E**xcellence: Pursue quality and innovation from our policies and systems to our services and interactions. Embrace the pursuit of excellence and a culture of improvement in interactions with patients, partners, and stakeholders.
- **S**ervice: Strive to provide an exceptional experience for everyone through accessible, compassionate services to our patients, clients, co-workers, and communities.

#### **CORE COMPETENCIES**

- FLSA Status: Exempt
- Compensation Scale: Schedule 26
- Bargaining Unit: Eligible Supervisory
- Supervisory Classification: Yes
- EEO-4 Category: Professional

*All required licenses must be maintained in an active status without suspension or revocation throughout employment.*

*Any employee may be required to stay at or return to work during public health incidents and/or emergencies to perform duties specific to this classification or to perform other duties as requested in an assigned response position. This may require working a non-traditional work schedule or working outside normal assigned duties during the incident and/or emergency. New employees must complete the three basic FEMA Incident Command System training courses as a condition of continued employment within six (6) months from date of hire.*

*SNHD is an equal employment opportunity employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, genetic information, veteran status, ancestry, or national or ethnic origin.*

*SNHD considers equivalent combinations of experience and education for certain jobs. All candidates who believe they possess equivalent experience and education are encouraged to apply.*

## **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT**

*The physical demands described herein are representative of those that must be met by an incumbent to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Physical Requirements:**

- Primary functions require sufficient physical ability and mobility to work in a standard office or clinical setting.
- Ability to see in the normal visual range with or without correction.
- Ability to hear in the normal audio range with or without correction.
- Sufficient speech to provide information, discuss needed work, and provide instructions in person or over the telephone.
- Walking, bending, stooping, kneeling, and climbing to inspect work; agility and strength to exert 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or negligible amount of force constantly to move/carry objects with the use of proper equipment.
- Stamina to stand and walk for extended periods of time.

### **Work Environment:**

- Work is performed in both standard office and outdoor environments; some exposure to variances in temperature and weather conditions; continuous contact with staff and public.
- Requires travel using District fleet or personal vehicle to locations other than assigned work site.