

JOB TITLE: Custodial Supervisor
EMPLOYEE:

DOT #: 187.167-046
CLAIM #



King County

KING COUNTY ON SITE JOB ANALYSIS

JOB TITLE Custodial Supervisor

JOB CLASSIFICATION Custodial Supervisor

DOT TITLE Custodial Services Manager

DOT NUMBER 187.167-046

DEPARTMENT Executive Services

DIVISION Facilities Maintenance

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 7

JOB STATUS

Full Time Career Service

ADDRESS OF WORKSITE

516 3rd Avenue
Seattle, WA 98104

CONTACT'S NAME Jim Nitz

CONTACT'S PHONE 206-296-0635

EMPLOYER JOB TITLE Building Services Supervisor

DATE COMPLETED 7/30/02

VRC NAME Jeff Casem

DATE REVISED 06/24/09

WORK HOURS

5 days per week, eight hours per day, Monday through Friday, Shifts vary – 3:00 p.m. to 11:30 p.m. is an example shift.

OVERTIME

Rare, 2 to 3 shifts per month. Fair Labor Standards Act, Non-Exempt (hourly).

JOB TITLE: Custodial Supervisor
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JOB DESCRIPTION

Performs day-to-day supervision of custodial maintenance. The responsibilities include planning, organizing, scheduling, inspecting and coordinating daily work activities. Supervisor will also communicate regularly with tenants.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgement.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

At least four years of demonstrated building maintenance experience and/or training which gives evidence of the ability to perform the essential functions of this position, or any equivalent combination of education and experience. Demonstrated knowledge of janitorial cleaning techniques, and the use and care of cleaning equipment. Knowledge of cleaning chemicals and safety rules. Ability to follow verbal and written instructions. Demonstrated record of continuously reliable attendance. Candidates must possess a valid Washington State Driver's License prior to appointment or the ability to travel throughout King County in a timely manner. The candidate selected for this position may be required to successfully complete a thorough background investigation.

ESSENTIAL FUNCTIONS Listed in order of importance

1. Plan, organize, schedule and coordinate daily work activities.
2. Prepares work schedules and staffing plans.
3. Participates in the selection of new employees; monitors work quality and quantity and recommends disciplinary action when necessary.
4. Ensures proper paperwork is filled out by all staff on a daily basis.
5. Identifies and recommends training needs of each staff member; provides training to subordinates.
6. Provides input and/or prepares performance appraisals to evaluate subordinates.
7. Develops and recommends policies and procedures for the work unit.
8. Assists in budget preparation, budget tracking; authorizes purchases and codes invoices.
9. Oversees program safety, which includes conducting monthly safety meetings, monitoring for safety hazards and unsafe personnel practices and recommending corrective action to supervisor if problems are noted.

JOB TITLE: Custodial Supervisor
EMPLOYEE:

DOT #: 187.167-046
CLAIM #

10. Provides input on new equipment specifications and recommends modifications to existing equipment.
11. Organizes, prepares and maintains records and reports to ensure that the work is accomplished efficiently.
12. Orders supplies and equipment.

TOOLS, MACHINES, EQUIPMENT, PRODUCTS, AND SERVICES USED

Computer, printer, copy machine, fax machine, safety goggles, gloves, carpet shampooer/extractor, cleaning solutions, spray bottles, chemical mixer, vacuum, paper towels, toilet tissue, dust mop, wet mop, ringer, wax, stripping machine, broom, dust pan, putty knife, County vehicle, rolling garbage can, utility cart, and rags.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time
Frequently = occurs 33-66% of the time
Occasionally = occurs 1-33% of the time
Rare = may occur less than 1% of the time
Never = does not ever occur (such demands are not listed)

This job is classified as

Medium.

Standing

Occasionally on flat carpeted, cement or linoleum surfaces for up to 15 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs while conversing with co-workers and subordinates as well as overseeing the activities of subordinates.

Walking

Frequently on flat carpeted, cement or linoleum surfaces for distances of up to 250 yards for up 15 minutes at a time for up to 4.5 hours total in a work shift. Most commonly occurs while traversing between buildings, inspecting.

Sitting

Occasionally on an office chair for up to 90 minutes at a time and up to 7 hours total in a shift while attending meetings, driving, scheduling, talking on the telephone, addressing customer complaints, conversing with co-workers and subordinates, ordering supplies and working on the computer.

Climbing stairs

Occasionally for up to 30 minutes at a time while climbing 12 flights of stairs for up to 1.5 hours total in a work shift. Most commonly occurs while inspecting the stairwells for cleanliness.

JOB TITLE: Custodial Supervisor
EMPLOYEE:

DOT #: 187.167-046
CLAIM #

Climbing

Rare on a 6-foot ladder for up to 30 seconds at a time and up to 20 minutes total in a shift while inspecting high areas such as ceiling ducts for cleanliness.

Balancing

Rare for up to 1 minute at a time and up to 30 minutes total in a shift while walking across a wet or stripped floor or standing on a ladder.

Bending/Stooping

Occasionally on flat linoleum and carpeted surfaces for up to 3 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs while inspecting toilets and sinks or other low areas such as under desks.

Crouching

Occasionally on flat linoleum and carpeted surfaces for up to 3 minutes at a time for up to 15 minutes total in a work shift. Most commonly occurs while inspecting toilets and sinks or other low areas such as under desks.

Operating Controls with Feet

Occasionally for 45 minutes at a time for up to 1.5 hours total in a work shift while driving a County vehicle.

Reaching above shoulder height

Occasionally for up to 10 seconds at a time for up to 15 minutes total in a work shift while inspecting office partitions for dust.

Reaching at waist to shoulder height

Frequently for up to 1.5 hours at a time for up to 5 hours total in a work shift while driving a County vehicle, writing, or working on a computer.

Reaching at knee to waist height

Occasionally for up to 1 minute at a time for up to 30 minutes total in a work shift while opening and closing drawers.

Reaching at floor to knee height

Occasionally on flat linoleum and carpeted surfaces for up to 1 minute at a time for up to 15 minutes total in a work shift. Most commonly occurs while inspecting toilets and low areas, picking items off the floor.

Lifting 1-10 pounds

Rare for 15 seconds at a time for up to 5 minutes total in a work shift. Most commonly occurs with weights of 3.5-10 pounds while lifting a wet mop, various supplies and 1-gallon containers.

JOB TITLE: Custodial Supervisor
EMPLOYEE:

DOT #: 187.167-046
CLAIM #

Carrying 1-10 pounds

Rare for distances of up to 30 feet for up to 30 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs with weights of 8 pounds carrying 1-gallon containers of cleaning solution.

Lifting 11-20 pounds

Occasionally for up to 10 seconds 1 minute total in a work shift. Most commonly occurs with weights of 13-18 pounds while moving bags of trash.

Carrying 11-20 pounds

Rare for distances of up to 5 feet for up to 10 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs with weights of 12-14 pounds while removing 50-gallon trash bags from a rolling garbage can.

Lifting 21-50 pounds

Occasionally for up to 15 seconds at a time for up to 1 minute total in a work shift. Most commonly occurs with weights of 40 pounds while moving a 5-gallon container of wax or bucket of water.

Carrying 21-50 pounds

Occasionally for distances of up to 30 feet for up to 30 seconds at a time for up to 2 minutes total in a work shift. Most commonly occurs with weights of 40 pounds while moving a 5-gallon container of wax or bucket of water.

Pushing and Pulling

Occasionally for distances of up to 500 feet for up to 10 minutes at a time with a force of up to 10 pounds for up to 30 minutes total in a work shift while moving equipment and opening and closing doors.

Handling

Occasionally for up to 1 hour at a time for up to 6 hours total in a work shift while documenting performance inspections.

Operating Controls with Hands

Occasionally for up to 45 minutes at a time for up to 1.5 hours total in a work shift while driving a County vehicle.

Talking

Continuously for up to 10 minutes at a time for up to 7 hours total in a work shift while training new employees and speaking on the telephone as well as conversing with coworkers, customers and subordinates to ensure that all tasks and duties are completed.

Hearing

Continuously for up to 90 minutes at a time for up to 8 hours total in a work shift while training new employees and speaking on the telephone as well as

JOB TITLE: Custodial Supervisor
EMPLOYEE:

DOT #: 187.167-046
CLAIM #

conversing with coworkers, customers and subordinates to ensure that all tasks and duties are completed.

Near acuity—clarity of vision at 20 inches or less

Occasionally for up to 10 minutes at a time for up to 1 hour total in a work shift while composing work schedules, recording attendance and ordering supplies.

Depth perception—three dimensional vision

Occasionally for up to 45 minutes at a time, up to 1.5 hours total in a work shift while driving a County vehicle.

Field of vision-observing an area that can be seen up and down or right or left while eyes are fixed on a given point.

Occasionally for up to 45 minutes at a time, up to 1.5 hours total in a work shift while driving a County vehicle.

Night Vision-seeing after sundown with minimal or no supplemental light sources.

Occasionally for up to 45 minutes at a time, up to 1.5 hours total in a work shift while driving a County vehicle.

TEMPERAMENTS

Directing, controlling, or planning the activities of others: Continuously
Performing repetitive or short-cycle work: Frequently
Influencing people in their opinions, attitudes, or judgments: Continuously
Performing a variety of duties: Frequently
Expressing personal feelings: Frequently
Working alone or apart in physical isolation from others: Occasionally
Working effectively under stress: Frequently
Attaining precise set limits, tolerances, and standards: Continuously
Working under specific instructions: Continuously
Working with others: Continuously
Making judgments and decisions: Occasionally

ENVIRONMENTAL FACTORS

Work is performed in various office, courthouse, outside and in detention facility settings. The noise level ranges from quiet to moderately loud.

Workers are exposed to

Outside weather: Occasionally
Wet: Frequently
Humidity/dampness: Frequently
Fumes: Occasionally
Odors: Occasionally
Dusts: Frequently
Mists: Occasionally

JOB TITLE: Custodial Supervisor
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HEALTH CARE PROVIDER SECTION
Check all that apply

The employee is released to perform the described duties without restrictions on performance or work hours.

The employee is released to perform the described duties on a reduced schedule. The recommended schedule is:

 Temporary until _____ Permanent as of _____

The employee is released to perform the described job with the following modifications:

 Temporary until _____ Permanent as of _____

The employee is not released to perform the described duties due to the following job functions:

 Temporary until _____ Permanent effective _____

The employee is unable to work in any capacity.
A release to work is: anticipated by _____ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date