

Florida State Courts System Class Specification

Class Title: Custodial Supervisor

Class Code: 1010

[Pay Grade 04](#)

General Description

The essential function of the position within the organization is to supervise and perform cleaning tasks. The position is responsible for supervising and assisting with cleaning of Courts System facilities and grounds, ensuring safety and security of buildings, maintaining inventory of supplies, and performing related clerical tasks. The position works under general supervision according to some procedures; decides how and when to complete tasks.

Examples of Work Performed

(Note: The examples of work as listed in this class specification are not necessarily descriptive of any one position in the class. The omission of specific statements does not preclude management from assigning specific duties not listed herein if such duties are a logical assignment to the position.)

Supervises custodial personnel, including recommending selection, training, assigning and evaluating work, counseling, disciplining, and recommending termination.

Monitors and performs cleaning of inside of buildings, including such tasks as sweeping, mopping, waxing or buffing floors; cleaning walls, glass surfaces, blinds and woodwork; dusting and polishing furniture and equipment; or vacuuming carpets.

Cleans and sanitizes restrooms and replenishes toilet paper, towels and soap; checks supplies throughout the day to ensure adequate quantities.

Collects and disposes of trash/garbage, replacing liners in receptacles as needed; gathers recycling materials and delivers to designated area.

Performs miscellaneous tasks such as maintaining copiers and stocking paper, supervising maintenance of building grounds, or monitoring and interacting with vendors.

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Directs setting up of courtrooms and/or conference or banquet rooms and breaking down of tables and chairs at conclusion of activities/events.

Inspects area of responsibility periodically and schedules and supervises repair work and cleaning jobs performed by outside labor.

Ensures safety and security of buildings, checking doors and windows in compliance with organizational policy and procedures and setting security systems.

Performs clerical tasks such as providing input for preparation of periodic employee evaluations, maintaining time sheets, or preparing work schedules and routine reports.

Attends or conducts staff meetings to exchange information.

Competencies

Data Responsibility:

Refers to information, knowledge, and conceptions obtained by observation, investigation, interpretation, visualization, and mental creation. Data are intangible and include numbers, words, symbols, ideas, concepts, and oral verbalizations.

Copies, transcribes, enters, or posts data or information.

People Responsibility

Refers to individuals who have contact with or are influenced by the position.

Provides assistance to people to achieve task completion; instructs and assigns duties to subordinate workers.

Assets Responsibility:

Refers to the responsibility for achieving economies or preventing loss within the organization.

Requires minimum responsibility for only small quantities of low cost items or supplies where opportunities for achieving economies or preventing loss are negligible.

Mathematical Requirements:

Deals with quantities, magnitudes, and forms and their relationships and attributes by the use of numbers and symbols.

Uses addition and subtraction such as making change.

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Communications Requirements:

Involves the ability to read, write, and speak.

Comprehends simple instructions, signs, and symbols; requires little or no reading, writing, or speech for task completion.

Complexity of Work:

Addresses the analysis, initiative, ingenuity, creativity, and concentration required by the position and the presence of any unusual pressures.

Performs routine work using common sense; requires little attention for accurate results.

Impact of Decisions:

Refers to consequences such as damage to property, loss of data or property, exposure of the organization to legal liability, or injury or death to individuals.

Makes decisions with minor impact - affects only those in immediate work area.

Equipment Usage:

Refers to inanimate objects such as substances, materials, machines, tools, equipment, work aids, or products. A thing is tangible and has shape, form, and other physical characteristics.

Handles machines, tools, equipment, or work aids involving little or no latitude for judgment regarding attainment of standard or in selecting appropriate items, such as broom, mop, buffer or vacuum cleaner.

Safety of Others:

Refers to the responsibility for other people's safety, either inherent in the job or to assure the safety of the general public.

Requires some responsibility for safety and health of others and/or for occasional enforcement of the standards of public safety or health.

Education and Experience Guidelines

Education:

Refers to job specific training and education that is recommended for entry into the position. Additional relevant experience may substitute for the recommended educational level on a year-for-year basis.

High school diploma, GED, or vocational training.

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Experience:

Refers to the amount of related work experience that is recommended for entry into the position that would result in reasonable expectation that the person can perform the required tasks. Additional relevant education may substitute for the recommended experience on a year-for-year basis, excluding supervisory experience.

One year of related experience and one year of supervisory experience.

Licenses, Certifications, and Registrations Required:

Refers to professional, state, or federal licenses, certifications, or registrations required to enter the position.

Requires valid State of Florida Driver's License.