

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

JANITOR SUPERVISOR

JOB DESCRIPTION

Employees in this job supervise the management of custodial activities in a designated area. The work requires knowledge of the practices and materials of the service and supervisory techniques, personnel policies, and procedures.

There is one classification in this job.

Position Code Title – Janitor Supervisor-1

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The employee functions as a first-line supervisor, providing direction to a variety of subordinate staff. The employee works under general supervision and uses independent judgment to apply the guidelines to specific situations.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Makes rounds to check for crew coverage of designated work areas, assigns needed coverage, gives special cleaning instructions and/or assignments, and ascertains compliance with directives.

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Conducts inspections and investigates tenant complaints of the building to check for cleanliness, and advises subordinates of found conditions and methods of correction.

Determines materials, supplies, and equipment needs; requisitions cleaning supplies and materials.

Inspects equipment for cleanliness and repair and personally makes minor repairs.

Trains subordinate supervisors in job skills, proper cleaning methods, and use of equipment, safety practices, fire fighting and prevention, and in work regulations.

Administers regulations governing the use of office facilities in off-work hours.

Performs related work as assigned.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

Thorough knowledge of the standard methods, equipment, and supplies used in large-scale janitorial activities of the service.

Thorough knowledge of the qualities, adaptabilities, and uses of common tools, equipment, and materials used in cleaning and maintenance activities.

Thorough knowledge of methods used in the cleaning of buildings.

Thorough knowledge of occupational hazards and safety rules and regulations.

Considerable knowledge of vector control practices.

Considerable knowledge of employee policies and procedures.

Ability to operate and use tools and equipment of the janitorial service.

Ability to maintain cleaning equipment and machinery.

Ability to develop work schedules making the most efficient use of personnel.

Ability to train and supervise a large group of employees.

Working Conditions

Some jobs require an employee to be exposed to hazardous work environments and conditions.

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Physical Requirements

The job duties require an employee to bend, reach, and stand for extended periods of time.

Education

No specific amount is required.

Experience

Two years of experience equivalent to a Janitor 6.

Special Requirements, Licenses, and Certifications

None.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

JANITRSPV

Job Code Description

Janitor Supervisor

Position Title

Janitor Supervisor-1

Position Code

JANTSPV1

Pay Schedule

NERE-087

ECP Group 3
Revised 7/1/06
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