



JANITORIAL SUPERVISOR

Class Code:
4959

Bargaining Unit: Management

COUNTY OF SISKIYOU
Established Date: Mar 19, 2024
Revision Date: Mar 19, 2024

SALARY RANGE

\$31.31 - \$39.01 Hourly
\$2,504.80 - \$3,120.80 Biweekly
\$5,427.07 - \$6,761.73 Monthly
\$65,124.80 - \$81,140.80 Annually

DESCRIPTION:

The County of Siskiyou is an Affirmative Action/Equal Opportunity Employer We welcome applicants of any race, religion, or ancestry.

For exact salary information please refer to the current salary schedule. [County website](#)

DEFINITION

Under general direction, to perform and supervise a wide variety of routine janitorial and facility maintenance-related tasks; to supervise staff assigned to perform janitorial functions; to provide lead direction to staff assigned to building maintenance functions, as assigned. This classification is a for cause, non-exempt position.

DISTINGUISHING CHARACTERISTICS

This is a unique Janitorial Supervisor classification. Incumbents are responsible for planning, organizing, performing, and supervising a wide variety of janitorial. This position is distinguished from the Building Maintenance Workers series in that the Janitorial Supervisor is a supervisory position, and doesn't require the same level or scope of specialized knowledge as the Building Maintenance class series. This is a discrete classification. Incumbents also provide lead direction, work coordination, and training to staff assigned to janitorial functions. Work locations will vary, and work assignments may include irregular hours.

REPORTS TO

Director of General Services or Deputy Director of General Services

CLASSIFICATIONS SUPERVISED

Receives general supervision from supervisory and/or management staff, depending on areas of work assignments. Provides direct supervision to janitorial staff, as assigned.

EXAMPLES OF DUTIES:

ESSENTIAL FUNCTIONS

Class specifications are intended to present a descriptive list of the scope of duties performed by employees in this class and are not intended to reflect all duties performed within the job.

- Responds to staff requests for assistance with preventative maintenance, janitorial, and other related tasks.
- Performs a variety of custodial work such as vacuuming, sweeping, mopping, waxing and buffing floors; operates scrubbers, buffers, waxers and other equipment and machinery.
- Cleans and disinfects restrooms; replenishes supplies; empties and cleans waste receptacles.
- May wash windows and dust.
- Moves and arranges furniture, equipment, office supplies and files, as needed.
- Turns out lights, sets alarms, and locks doors and windows, as needed.
- Observes and reports needed repairs to the appropriate staff.
- Maintains equipment used during the course of work, performs routine maintenance and equipment safety inspections.
- Operates hand tools, power equipment, and vehicles.
- Maintains a log of work completed, recording time and materials used.
- May participate in the selection of new staff.
- Lays out work; provides supervision, training, and work evaluation for assigned staff.
- Provides training on safety methods, cleaning techniques, and the proper use of equipment to assigned staff.
- Inspects assigned buildings to ensure maintenance and proper standards of cleanliness and repair.
- Empty paper recycling containers.
- Replaces light bulbs and tubes.
- May assist with basic building maintenance work.

Knowledge of:

- Basic building,
- Cleaning supplies and equipment.
- Proper methods used in cleaning work.
- Safe work practices.
- Principles of supervision, training, and employee evaluation.

Desired Skills:

- Provide supervision, training, and timely work evaluations for assigned staff.
- Assign and review the work of other staff.
- Clean and care for an assigned area and equipment.
- Follow oral and written instructions.
- Maintain work logs, supply, and inventory records.
- Read and write at a level required for successful job performance.
- Recognize and locate conditions, which require maintenance and repair.
- Use and care for tools used in work assignments.
- Work on own initiative without close supervision.
- Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.
- Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients.

TYPICAL QUALIFICATIONS:

Training and Experience:

Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Two (2) years of full-time experience performing a wide variety of work in at least two of the following three areas: custodial; building maintenance; and grounds keeping work.
- Experience in a lead or supervisory position is strongly preferred.
- Additional directly related experience and/or education may be substituted.

Special Requirements:

- Additional security clearance may be necessary for janitors assigned to the Government Center, Law Enforcement office or any office that contains confidential information.
- Possession of a valid California driver's license.
- Incumbents in this classification must pass a routine background check upon accepting an offer of employment and submit to a pre-employment physical examination, drug testing and fingerprinting.

SUPPLEMENTAL INFORMATION:

TYPICAL PHYSICAL REQUIREMENTS

Positions in this class typically require: sitting, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, talking, hearing, seeing, and repetitive motions. Frequently stand and walk for extended periods; pick up or move objects, office equipment, and furniture; physical ability to lift and carry objects weighing up to 50 lbs. without assistance; physical ability to lift and move heavier objects with assistance; normal manual dexterity and eye-hand coordination; corrected vision and hearing to normal range; verbal communication; uses vacuum cleaners, scrubbers, buffers, waxing equipment,

TYPICAL WORKING CONDITIONS

Incumbents generally work outside of a typical office environment and may be exposed to extreme temperatures, loud noise, fumes, noxious odors, dust, mist, gases, and poor ventilation; underground, confined, or restricted workspaces. Incumbents may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Incumbents in this position may be assigned to work outside of standard work hours, including evenings, weekends, and/or holidays based on the business needs of the County. Incumbents in this position are subject to "call back" to respond to urgent situations outside of scheduled work hours. This is a discrete classification.