



# Custodial Services Supervisor

## Job Description

Department: Public Works  
Position: Career Service  
Grade: 720  
Supervisory: Supervisor  
Reports to: Division Manager - Buildings

### Summary

Under general direction of the Division Manager - Buildings, oversees and performs skilled tasks in custodial care of Utah County facilities. Plans, supervises, reviews, and evaluates custodial activities and staff, including outside contractors, tasked with custodial services at Utah County facilities.

### Essential Functions

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Supervise, plan, coordinate, evaluate, and direct the work of assigned personnel and outside contractors. Organize, delegate and assign workload and individual assignments, set priorities, and follow up to ensure coordination and completion of assigned work.
2. Identify, evaluate, and resolve personnel concerns.
3. Assist with staffing decisions including hiring, training, performance evaluations, and retention of assigned personnel. Participate in the administration of disciplinary action in accordance with County policy and procedure.
4. Develop and direct training programs for custodial staff designed to ensure custodians within the County follow safety precautions and stay current with new custodial methods, supplies, equipment, and safety procedures.
5. Direct the use of County supplied cleaning items and equipment.
6. Assist in the development and administration of the custodial budget; purchase custodial supplies and equipment and maintain appropriate inventory levels.
7. Manage custodial programs and establish routine cleaning schedules; conduct inspections for quality assurance, uniform work standards and continuous improvement of custodial programs; maintain a high standard of cleanliness, hygiene, safety, and efficiency throughout the County facilities.
8. Ensure custodial equipment is maintained and serviced on a regular basis. Report needs for major repairs/maintenance to Division Manager - Buildings.
9. Solve custodial problems concerning County facilities; troubleshoots problems and provides technical assistance to staff in solving issues and problems.
10. Function as a backup for Custodian and Custodial Services Coordinator, as needed.
11. Clean up body fluid and biohazard spills.

### For Office Use Only

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Job Title: Custodial Services Supervisor  
FLSA: Non-Exempt  
Effective Date: 2/10/2025  
Public Safety: No

Worker's Compensation: County  
Background Level: Civilian  
Safety Sensitive: No  
DOT: No  
ML: Supervisor

12. Transport equipment and materials between County facilities.
13. Unlock rooms and prepare facilities for scheduled meetings and events including set up and take down of tables, chairs and equipment; inspect facilities for cleanliness and damage after events have concluded.
14. Respond to emergency situations on an on-call basis when assigned.

### **Knowledge, Skills, and Abilities**

- Knowledge of custodial principles, practices, and safety procedures
- Knowledge of body fluid and biohazard cleanup procedures
- Knowledge of scheduling procedures
- Skilled in reading, writing, and math
- Skilled in decision making
- Skilled in supervisory techniques
- Skilled in communicating verbally
- Ability to maintain cooperative working relationships with those contacted in the course of work activities
- Ability to schedule custodial routines and order materials and equipment
- Ability to maintain an inventory and prepare related reports
- Ability to safely operate cleaning equipment
- Ability to follow written and verbal instructions and give instructions

### **Supervisory Responsibility**

This position has direct supervisory responsibility, and serves as a lead, coach and mentor for other positions in the department.

### **Work Environment**

This job operates in a professional office environment and also in the Utah County Security Center (Jail). Work is occasionally performed outdoors in all weather conditions. This position is exposed to fumes, noxious odors, dusts, mists, gases, and poor ventilation, and to possible bodily injury from moving mechanical parts of equipment, tools, or machinery. The employee is regularly exposed to hazards in the cleanup of body fluids and other biological hazards. The work requires the use of protective devices such as masks, goggles, gloves, respirator, rubber boots, and full body suit for biohazard cleanup or as per appropriate standards such as OSHA and other governing bodies. This role routinely uses standard office equipment such as a laptop, desktop, smartphone, photocopier, shredders, and filing cabinets. The employee may be exposed to potentially hostile situations while serving in the Utah County Security Center (Jail). The noise level in the work environment is usually moderate to loud. The incumbent is required to drive Utah County owned vehicles in the course of conducting County business and must abide by the Utah County Vehicle Policy.

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## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is required to use a high degree of manual dexterity to handle, feel, and operate equipment, tools, and controls, and reach with hands and arms. This employee is frequently required to stand, talk, and hear, kneel, twist, climb, walk, crouch and bend. Specific vision abilities by this job include close vision, ability to adjust focus, and ability to distinguish between shades of color and patterns. Occasionally, the employee will be required to work at various heights up to seventy-five (75) feet, on ladders, on various lifts, and in confined spaces. The employee is required to type, file, and have the ability to lift and carry custodial supplies and equipment weighing up to 80 pounds on a frequent basis and up to 100 pounds on an occasional basis.

## **Position Type/ Expected Hours of Work**

Incumbent must work forty (40) hours each week to maintain full-time status. There may be availability to work out a flex schedule ahead of time that works for both the County and the employee. Occasional evening, weekend, and holiday work may be required as job duties demand to support operation and maintenance of physical facilities. Incumbent will be expected to be on-call on a rotational basis.

## **Travel**

Travel is primarily local during the business day, although some out-of-area and overnight travel may be expected, up to five (5) percent.

## **Required Education and Experience**

1. High school diploma or equivalent.
2. Six (6) years of custodial work experience in an industrial or public sector setting.
3. Equivalent combination of education, certifications, and experience may be considered.

## **Preferred Education and Experience**

1. Preference may be given to applicants with lead or supervisory experience.

## **Additional Eligibility Qualifications**

1. Applicants must possess a valid driver's license and obtain a valid State of Utah driver's license within sixty (60) days of employment.
2. Selected applicants will be required to submit to a pre-employment drug screen and pass a comprehensive background check.
3. Selected applicants are required to successfully complete training in the cleanup of biohazards during the probationary period for new hires or during the trial period for promoted County employees.

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4. Selected applicants must obtain the following certification during the probationary period for new hires or trial period for promoted County employees and must maintain certifications during employment:
  - a. Forklift certification
  - b. CPR certification
  - c. Complete a defensive driving course

**AAP/EEO Statement**

It is the policy of Utah County Government to assure equal employment opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, disability, age, sex, sexual orientation, genetic status or gender identity.

**Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee of this job. Duties, responsibilities, and activities may change at any time.

Utah County Government is a drug-free workplace.

**Acknowledgement below to be completed after an offer has been extended and accepted.**

This job description has been approved by the Office of Human Resource Management in consultation with the Department Head.

Signature below constitutes an understanding of the requirements, essential functions and duties of the position.

Candidate / Employee \_\_\_\_\_ Date \_\_\_\_\_

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