

<b>Job Class Code: 4030</b>	<b>FLSA Status: Non-exempt</b>
<b>Pay Basis: Hourly</b>	<b>EEO Category: 8</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to supervise staff and oversee custodial services for City buildings and facilities. The class is responsible for overseeing and/or performing work in cleaning and maintaining offices, common areas, bathrooms, kitchens, and other areas or facilities, inspecting, maintaining supplies, and record keeping. The class works within a general outline of work to be performed; develops work methods and sequences under general supervision.

**TYPICAL TASKS**

- Supervises staff including selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Inspects building and facility conditions and assigns tasks to workers; maintains time sheets and assists with accounting and payroll as required.
- Develops schedules, monitors work progress, and evaluates results.
- Assists with cleaning of buildings and facilities as required.
- Maintains and issues cleaning or other supplies; orders, picks up, and delivers as needed.
- Monitors building and facility conditions and reports maintenance requirements as needed.
- Performs routine office tasks, such as typing, filing, faxing, phoning, and copying.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Copies, transcribes, enters, or posts data or information.
<b>Interpersonal/People Involvement</b>	Supervises or leads others by determining work procedures, assigning duties, maintaining harmonious relations, and promoting efficiency.
<b>Reasoning Requirements</b>	Handles or uses machines, tools, or equipment that require brief instruction or experience such as hand and power tools, buffers, floor polishers, vacuum sweepers, vehicles, calculators, computers for data entry, telephone systems, or other similar equipment.
<b>Mathematical Requirements</b>	Performs addition and subtraction, multiplication and division and/or calculates ratios, rates and percents.
<b>Language Requirements</b>	Reads technical instructions, procedures manuals, and charts to solve practical problems; composes routine and specialized reports, forms, and letters; speaks compound sentences using normal grammar and word form.
<b>Mental Requirements</b>	Performs clerical and manual tasks prescribed by standard practices but which may require computation, the use of several procedures, and the use of independent judgment with obvious choices; requires normal attention for accurate results.
<b>Decisions/Supervisory Control</b>	Guides others, making frequent decisions, affecting the individual, subordinates, coworkers, and others that depend on the service or product.

**EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires high school diploma or GED and any combination of education and experience equivalent to satisfactory completion of one year of college education.
<b>Experience</b>	In addition to satisfying the vocational/educational standard, this class requires a minimum of six months of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.

City of Chesapeake

Class Title: Housekeeping Supervisor I

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*