

POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: Custodial Worker Supervisor I
Court Administration

(Open to Promotion, Transfers, and New Hires)

SALARY: \$39,243 - \$43,065 (G15)

REQUIREMENTS:

1. High School diploma or equivalent
2. Five (5) years of experience as a custodial worker in court service, one (1) year of which shall have been at the Custodial Work Foreman level.

OR

Any equivalent combination of training and experience determined to be acceptable by the First Judicial District of Pennsylvania, which also includes a high school diploma or equivalent.

3. City residency required within six (6) months of satisfactory completion of an employment orientation period.
4. Ability to perform the essential functions of the position.

GENERAL DEFINITION:

This is responsible supervisory custodial work. An employee in this class is responsible for the comprehensive custodial care and service of a major court facility. A significant aspect of the work is responsibility for a large number of custodial workers and may include lower level supervisors under his/her direction. Work is performed under the general direction of a top level maintenance or administrative superior.

ESSENTIAL FUNCTIONS:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Plans and assigns custodial duties to subordinates; tours work areas to determine cleaning needs; prepares a listing of areas needing attention and determines the size and composition of work crews; indicates to crews the tools and equipment necessary and imparts any specialized instructions involved; instructs new employees in proper cleaning of floors, walls and furniture; conducts safety meetings.
- Frequently inspects assigned areas while work is being performed and upon completion to determine its quality; points out unacceptable work and makes reinspections to see that corrective measures are taken.
- Reviews requests for materials, tools, equipment and supplies and prepares appropriate requisitions; makes minor repairs to vacuum cleaners and other machines; maintains records of equipment and employees' time; prepares reports of work performed.

MARGINAL FUNCTIONS:

Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

- Knowledge of supervisory methods and procedures.
- Knowledge of methods, materials, equipment and practices used in cleaning operations.
- Knowledge of occupational hazards and safety precautions used in cleaning work.
- Knowledge of the operation and care of vacuum cleaners, scrubbing machines, polishing machines, and other machines and tools used in cleaning operations.
- Skill in repairing machines and performing routine maintenance on equipment.
- Ability to instruct staff in work policies and procedures, and the use and maintenance of equipment.
- Ability to understand and follow oral and written instructions.
- Ability to prepare records and reports pertaining to daily operations.
- Ability to establish and maintain effective working relationships with associates.
- Ability to supervise employees.
- Ability to operate and repair cleaning machinery, equipment and tools.
- Ability to present idea effectively, both orally and in writing.

PHYSICAL AND MEDICAL STANDARDS:

Ability to meet approved minimal physical and medical standards.

The First Judicial District of Pennsylvania is an Equal Opportunity Employer. In accordance with the Americans with Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employee.