

SPORTSPLEX ENVIRONMENTAL SERVICES TECHNICIAN SUPERVISOR

Pulaski County

Department: Environmental Services

Supervision Exercised: Sportsplex Environmental Services Technicians

Supervision Received: Environmental Services Supervisor

Work is performed with minimal instruction and supervision. Employee will undergo a six-month orientation period and will be evaluated at the end of the six-month term. Employee will be evaluated annually thereafter.

Classification (FLSA): Non-Exempt/Full-Time

Age Requirement: Individual must be at least 18 years of age

REQUIRED TESTING/SCREENING, LICENSES, AND CERTIFICATIONS: Drug & Alcohol Testing, Background Screening, Current Driver's License, & Driving Record Required.

Alternate Essential OR Essential Employee: No

Residency Requirements: Not required.

Work Hours: Monday thru Friday, 7:00 a.m. until 4:00 p.m. Some evening and weekend work required.

Benefits Eligible: Yes

Leave Time Eligible: Yes

ESSENTIAL FUNCTIONS: Supervises, schedules, assigns, and evaluates the work of Environmental Services staff to ensure efficient daily operations and appropriate staffing levels. Administers employee timekeeping, leave requests, and payroll documentation in accordance with organizational policies and procedures. Performs and oversees custodial services to maintain a clean, sanitary, safe, and functional environment in all assigned facilities. Performs and coordinates routine and periodic floor maintenance, including stripping, waxing, buffing, polishing, and carpet care, as required. Maintains custodial equipment, manages inventory of cleaning supplies, and ensures materials are available to support operations. Conducts routine inspections of assigned facilities, reports maintenance and safety concerns, and ensures buildings are properly secured at the end of operations. Ensures compliance with applicable federal, state, and local regulations, organizational policies, safety standards, and infection prevention practices. Physical presence on the job is required as essential functions and responsibilities are not suited to remote work.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations maybe allowed enabling an individual with disabilities to perform the essential functions.

RESPONSIBILITIES:

DAILY TASKS/ASSIGNMENTS:

- Responsible for coordinating schedules of all Environmental Services staff, including approval of vacation, sick and comp time accrual and usage
- Coordinates and reassigns staff due to absences related to sick or vacation leave
- Approves all time sheets, signs and submits to payroll for calculation
- Empties all trash cans within building(s) as well as cans at entrances to building(s). Takes trash to designated areas for disposal and pickup by the Sanitation Department. If not able to dispose of on a daily basis, stores trash in a secure manner as possible and keeps it out of sight.
- Cleans all restrooms in building(s) including but not limited to commodes/urinals, basins, countertops, baby-changing stations. Mops all restroom floors using a disinfectant in mop water.
- Keeps all restrooms supplied with paper towels, toilet tissue and soap. Refills promptly when needed.
- Cleans/vacuums/sweeps all high-traffic floor areas of building(s) daily
- Cleans all mirrors in restrooms, glass doors (both sides) and glass partitions in building(s)
- Cleans drinking fountains daily
- Sweeps front and back entrances (porches)
- Ensures all buildings are secured and locked and all lights are turned off at night prior to leaving
- Cleans and polishes floors

WEEKLY TASKS/ASSIGNMENTS:

- Accepts requests for supplies for building(s) when needed from Environmental Services Technicians in order to have sufficient supplies on hand. Picks up all cleaning and paper supplies ordered in a timely manner from central supply storage area.
- Maintains inventory of all cleaning and paper supplies
- Cleans/vacuums/mops floor areas in staff areas, kitchen and meeting room(s) weekly
- Dusts/cleans/polishes all horizontal and vertical surfaces that can catch dust or gets dirty weekly including but not limited to wooden furniture (tables and chairs) and other furniture (couches), countertops, short bookshelf tops and all bookshelves weekly.
- Cleans windowsills of dust, cobwebs and bugs weekly. Removes all cobweb buildup from corners, on walls, behind doors and over transoms (indoors and outside).
- Checks and washes door knobs, door frames, walls, and light switches for dust, dirt, stickiness and graffiti
- Cleans, strips, waxes, polishes and buff tile and/or wood floors when needed
- Spot-cleans or shampoos carpeted areas when/where needed. Notifies building(s) supervisor(s) when carpeted areas in building(s) need major cleaning/shampooing
- Maintains and cleans equipment and tools by cleaning/replacing filters, keeping mop heads clean and replacing when needed, properly stores equipment after use
- Reports any lights out at the building(s) inside or outside to Facilities Manager

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge

- Knowledge of custodial cleaning methods, sanitation practices, and infection prevention procedures
- Knowledge of floor care techniques, including stripping, waxing, buffing, polishing, and carpet maintenance
- Knowledge of the safe use, storage, and handling of cleaning chemicals, equipment, and materials
- Knowledge of workplace safety standards, policies, and procedures

Skills

- Skill in supervising, scheduling, assigning, and coordinating the work of Environmental Services staff
- Skill in operating and maintaining custodial equipment and performing routine and periodic facility cleaning
- Skill in maintaining accurate timekeeping, payroll, inventory, and related records
- Skill in effective verbal and written communication

Abilities

- Ability to plan, organize, prioritize, and complete multiple assignments while maintaining quality standards
- Ability to inspect facilities, identify sanitation, safety, and maintenance concerns, and take appropriate action
- Ability to establish and maintain effective working relationships with employees, supervisors, and the public
- Ability to interpret and apply policies, procedures, and safety regulations and work independently with minimal supervision

ADA REQUIREMENTS: Frequently stands, walks, bends, stoops, kneels, reaches, and performs repetitive hand and arm movements. Frequently lifts, carries, pushes, and pulls equipment, supplies, and materials weighing up to 50 pounds; occasionally moves heavier items with appropriate equipment or assistance. Must be able to traverse, lower or extend one's upright position to achieve work objectives near the floor or on higher shelving, remain in an upright position for extended periods of time, possess dexterity necessary to move and operative cleaning equipment and supplies, and possess ability to do repetitive motions in carrying out cleaning duties. Possess ability to perceive and observe details in one's environment at close range or distance necessary to work with cleaning equipment, tools and supplies where it is necessary to recognize details within eight feet. May be exposed to dust and odors in the process of cleaning building(s). Uses cleaning materials daily in cleaning buildings such as bathroom cleaner, furniture polish, air freshener, disinfectant, etc.

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that could be toxic if used incorrectly. May be exposed to biological hazards if assigned to certain buildings. Ability to climb stairs and ladders as needed to perform assigned duties. Visual ability sufficient to inspect facilities, identify cleanliness and safety concerns, and operate equipment. Hearing and verbal communication abilities sufficient to communicate effectively with employees, supervisors, vendors, and the public. There are no requirements on exposure to mechanical or electrical hazards other than the normal use of cleaning tools and equipment. Works in indoor and outdoor environments and may be exposed to dust, dirt, cleaning chemicals, odors, noise, and varying temperatures. Must be able to wear and use required personal protective equipment (PPE) and comply with established safety procedures.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent required
- Minimum of three (3) years of progressively responsible experience in custodial, housekeeping, or environmental services operations
- Minimum of one (1) year of supervisory or lead worker experience preferred
- Experience with commercial floor care, including stripping, waxing, buffing, and polishing preferred
- Experience maintaining inventory, completing timekeeping and payroll records, and coordinating staff schedules preferred
- An equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities may be considered

PROFESSIONALISM AND CONFIDENTIALITY:

- Understands and consistently implements all County policies and procedures.
- Maintains confidentiality with all vendors and employee transactions and activities.
- Shares knowledge and assists other staff with day-to-day activities to promote effective teamwork to accomplish the goals of the County.

TRAINING AND JOB DEVELOPMENT:

- Participates in conferences, workshops, webinars, and other opportunities to maintain current awareness of County trends and for educational growth
- Employees are required to complete and maintain all mandatory safety and compliance training in accordance with company policy and applicable State & Federal regulations
- Works with staff to discuss and resolve problems and provide ideas for improvement and efficiency within the department or the County
- Develops and sets own personal goals for acquiring new skills and job growth

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Note: This job description is not intended to be all-inclusive. An employee will also perform other reasonably related job responsibilities as assigned by the supervisor or County Administrator. Pulaski County reserves the right to revise or change job duties as the need arises. Moreover, management reserves the right to change job descriptions, job duties or working schedules based on their duty to accommodate individuals with disabilities. The job description does not constitute a written or implied contract of employment.

I have read, understand and accept the duties, standards and expectations required of this position. I hereby affirm my good faith compliance with all County policies and procedures.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job **without accommodation.**

OR

- ☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions required of this job **with accommodation(s).**

Please list the accommodation(s) needed to fulfill the essential functions of this job description:

Employee Name: _____
(Please print)

Employee Signature

Date