

Berkeley County Government

JOB OPENING – EXTERNAL POSTING

CUSTODIAL SUPERVISOR (PS101561)

DEPARTMENT: CLERK OF COURT'S OFFICE

JOB SUMMARY/ESSENTIAL FUNCTIONS: Serve as a custodial supervisor in coordinating the daily operation of the custodial staff, primarily in the Berkeley County Courthouse. Perform various levels of skilled tasks in the custodial trade. Perform inspection of custodial work completed in the Courthouse to ensure adequate levels of cleanliness are maintained. Oversee and perform routine cleaning tasks including sweeping, mopping, vacuuming, disposing of trash, dusting, and scrubbing. May also buff/wax floors, spot clean carpeted areas, polish and clean wood fixtures, disinfect and chemically treat restroom facilities and water fountains, stock and maintain various dispensers including soap, toilet tissue/paper towels, and cleaning supplies. Assist with special event and project set up, move boxes and office items as needed. Perform training of subordinate staff members in use of various types of cleaning equipment. Maintain an accurate inventory of supplies/equipment. Perform other duties as assigned.

QUALIFICATIONS:

High school graduate or equivalent, and 1 year related custodial experience. Experience must be as a Custodian in a large residential, commercial or industrial environment. Knowledge of Material Safety Data Sheets (MSDS) is preferred.

Must have and maintain a valid driver's license for South Carolina with a safe driving record.

Ability to read and write. Computer knowledge required to use email and work order system.

Ability to communicate in verbal and written form.

Ability to understand and follow oral and written instructions.

Departmental testing may be administered during interview

Completed degree(s) beneficial to the position may be partially considered as work experience.

A criminal background check will be completed on selected applicant if a current one is not on file.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk and hear. The employee must frequently lift and/or move up to fifty (50) pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. 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.

SAFETY INFORMATION/DUTIES:

This is a safety sensitive position and subject to random drug and alcohol testing. All employees holding such jobs or requesting promotion or transfer to such jobs are subject to drug testing. Attends all required safety training, follows safety policies and procedures and uses appropriate PPE (Personal Protective Equipment) for assigned tasks.

HOURS OF WORK/MISCELLANEOUS INFORMATION:

This position is classified as non-exempt and reports directly to the Courtroom Manager. Thirty-seven and one half (37.5) hours per week. Day shift hours Monday through Friday from 7:30 a.m. until 3:30 p.m. alternating with night shift hours, Monday through Thursday from 2:00 p.m. until 10:00 p.m. and night shift Fridays from 11:30 a.m. until 7:30 p.m. Scheduled hours/days, job location, duties and any other information contained herein is subject to change. Must also be able to work weekends when special projects are assigned. May be required to work extra hours and to perform extra or different duties during emergency situations.

If you are interested in applying for a position with Berkeley County Government, you will need to set up a personal account and apply online, click on "Applicant Online" from our website www.berkeleycountysc.gov and follow the prompts. For questions, contact Human Resources at 843-719-4163. Computers are available in the Berkeley County Administration Building and the Libraries to apply online.

Custodial Supervisor – Grade: 108
Entry Base Level Bi-Weekly Pay Range: \$983.04 - \$1,130.49

Date of Posting: 07/05/2017
Closing Date: Subject to close at any time.

BERKELEY COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, RELIGION, COLOR, SEX, AGE, NATIONAL ORIGIN OR DISABILITY.

All employees of Berkeley County Government are employed on an "at-will" basis which means that the employee may discontinue the employment relationship at any time, with or without notice or cause, and that Berkeley County Government may discontinue the employment relationship on the same grounds.

APPLICATIONS WILL NOT BE ACCEPTED FOLLOWING THE CLOSING DATE.