

Custodial Supervisor

\$39,968 / year or higher DOQ + [Full-Time County Benefits](#).

The James County General Services Department seeks an individual to perform responsible work overseeing, directing, and supervising employees responsible for performing custodial and manual work in the care and cleaning of County facilities; and performing custodial and manual work as necessary.

Responsibilities:

- Provides effective supervision of assigned staff including selection, performance management, employee relations, training, prioritizing, and assigning work, and related activities; maintains leave records and time sheets; inspects completed work for conformance to established standards.
- Assists the Security and Custodial Superintendent with overseeing and scheduling employees responsible for performing custodial and manual work in support of functions at Legacy Hall; is the liaison between General Services and the Legacy Hall Coordinator/Parks and Recreation; represents the Security and Custodial Superintendent on various occasions, acts in the absence of the Security and Custodial Superintendent.
- Assists in the administration of the pest control and custodial contract requirements; coordinates work within various County buildings in conjunction with Building Coordinators.
- Inputs daily work orders with supply costs and employee time; monitors and orders supplies for all County facilities and schedules deliveries based on inventory reorder points.
- Assists with routine cleaning tasks such as dusting or polishing chairs, desks, tables, shelves, and other furniture; washes windows, woodwork, and walls; gathers and disposes of trash; assists with setup and tear down for functions and events.
- Cleans restrooms; operates carpet shampooers and high-powered buffers on floors; vacuums, sweeps, dust mops, strips, and waxes floors.
- Performs preventive maintenance on all cleaning equipment; manages the preventative maintenance contract; develops budget for equipment needs.
- This job is considered essential personnel and will be required to work during and following natural disasters and emergency situations.

Requirements:

- Any combination of education and experience equivalent to a high school diploma; considerable custodial experience; supervisory experience preferred.
- Must possess, or obtain within 30 days of hire, a valid Virginia driver's license and acceptable driving record based on James City County criteria.
- Knowledge of cleaning methods, materials, and equipment to include the operation of heavy commercial cleaning equipment such as high- powered buffers and vacuums; principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction; appraising principles, methods, practices and techniques; leadership techniques, principles and procedures to assign work, schedule, supervise, train and evaluate the work of assigned staff.
- Skill in developing and maintaining cooperative and professional relationships with employees and the public; effectively responding to routine inquiries and disputes; planning and organizing daily work routine; establishing priorities for the completion of work to meet strict deadlines.
- Ability to use equipment and cleaning materials efficiently and economically; establish and implement effective administrative programs and procedures; plan and organize daily work routine; establish priorities for the completion of work in accordance with sound time management methodology; use logic and reasoning to understand, analyze and evaluate situations and exercise good judgment to make appropriate decisions; listen and understand directions, information and ideas presented verbally or in writing; handle a variety of customer service issues with tact and diplomacy and in a confidential manner.

[Click here](#) for full job description. Accepting applications until position is filled. Cover letters and resumes may also be attached, but a **fully completed application** is required for your application to be considered.

Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>