

City of Socorro Job Description

Job Title: Custodian Supervisor	Department: Custodial Services
FLSA Status: Full Time - Non-Exempt	Salary: \$22.04 to \$25.00
Approved:	Last Revised:
Funding Source: Inter-Governmental Support Agreement (IGSA)	

Position Summary:

Under general supervision, the Custodial Supervisor reports directly to the Custodial On-Site Project Director. This position is responsible for supervising custodial staff and ensuring that all assigned areas of the facility are cleaned and maintained according to Performance Work Statement (PWS) custodial services contract standards and safety regulations. This position will oversee daily operations, monitor performance, train staff, and coordinate custodial activities to ensure a clean, safe, and sanitary environment in compliance with government and military facility requirements.

Duties, Functions, and Responsibilities:

- Supervise, schedule and coordinate the daily activities of custodial staff, ensuring compliance with contract requirements, schedules, and quality standards.
- Conduct regular inspections of buildings, carpets, windows, restrooms, offices, common areas, and other assigned spaces to ensure cleanliness and adherence to established standards and contract standards.
- Train new custodians in proper cleaning techniques, equipment use, safety practices (including PPE), and security protocols specific to the military environment.
- Monitor supply levels, initiate orders, and ensure proper use of chemicals and materials according to OSHA and environmental guidelines.
- Ensure compliance with all government and military regulations, including reporting incidents, following security access protocols, and maintaining proper documentation.
- Maintain timesheets, attendance records, and performance logs; assist in scheduling to ensure adequate coverage for all shifts.
- Submits various monthly reports to the Custodial onsite Project Director
- Monitoring all personnel conduct is a professional appearance, safe and responsible manner, addressing performance issues and implementing corrective actions when necessary.
- Enforce all of the City's policies and procedures, including discipline, workplace conduct, and safety compliance
- Employees exhibiting unprofessional behavior, misconduct or security concerns, shall be removed from job site immediately
- Maintain proper documentation, including inspection reports, incident reports, and employee records.
- In the event of an employee accident, promptly notify Human Resources and relevant personnel, and ensure the employee receives appropriate medical attention.
- Ensure at the end of each day and completion of the job, employees shall remove all waste, material, and by-products resulting from work performed.
- Comply with all local policies and procedures concerning fire, safety, environmental protection, sanitation, security and possession of lethal or illegal weapons or substances, and ensure that no employees conduct political related activities or events on the facility.
- Serve as a point of contact for all staff employees and the on-site director regarding custodial services.
- Maintain the regularly scheduled work the day prior to or after holiday to comply with the performance standards.
- Respond to emergencies and special cleaning requests, including after-hours support as required.
- Regular worksite attendance is an essential function.
- Responsible for any other duties and assignments issued by the City of Socorro.

Knowledge, skills, and abilities

- Considerable knowledge of relevant federal, state and local laws and regulations related to building cleanliness.
- Considerable knowledge of the use and handling the tools and equipment of the trade, cleaning practices, and occupational health and safety standards.

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- Knowledge of supervisory techniques and effective customer service practices and procedures.
- Knowledge of personal computers and software applications and record keeping.
- Interpret and analyze technical data and information for decision-making, contract monitoring and reporting purposes.
- Establish and maintain effective working relationships with officials, employees, other departments, regulatory agencies, vendors, contractors and the general public.
- Safely operate City vehicles, standard office equipment including personal computers and safely work in a variety of facilities, circumstances and situations.
- Experience working under federal government contracts or within military environments is strongly preferred.
- Knowledge of custodial equipment (shampooers, scrubbers, buffers, vacuums, etc.) and appropriate chemical usage, and OSHA safety standards
- Express oneself clearly and concisely, orally and in writing. Strong organizational, communication, and leadership skills.
- Ability to obtain and maintain military access credentials, which may include background check, fingerprinting, and security clearance depending on facility requirements.

Minimum Qualifications

- High School Diploma or GED required; Associate degree or trade certification preferred.
- Minimum of 1-2 years of custodial or janitorial experience, including 1-2 years in a supervisory or lead role.
- Ability to speak English; bilingual (English/Spanish) preferred.
- Ability to work independently
- Must wear company-provided uniforms and identification badges at all times while on site.
- Possess a valid Texas class "C" Driver's License.
- Possess clean driving record and maintain valid vehicle insurance as required for access to military/government facility.

Equipment

- Operates office equipment such as computers, software, calculator, copy machine, scanner, shredder, fax machine, multiline telephone, time keeping system.
- Ability to operate various cleaning equipment such as , shampooers, scrubbers, buffer, etc.

Physical Requirements:

- Stand, walk, use hands to handle or operate objects, tools, or controls.
- Reach, climb, balance, stoop, kneel, crouch or crawl.
- Frequently use arms, legs and back to lift and/or move up to 35 pounds.
- May be exposed to wet and/or humid settings, fumes, smoke and/or airborne particles, toxic or caustic chemicals.
- The noise level in the environment is usually moderate to loud.
- Must have the ability to travel to different maintenance sites and locations.

Condition of Employment

- Must be a legal US resident
- Pre-employment Drug and Breath Alcohol testing
- Pass Background check to include a background check to meet military/government facility access requirements
- Clean Driving record, maintain current vehicle inspection and insurance coverage as required for access into military/government facility.
- Must communicate in the English language

**City of Socorro
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Mayor

Date

City Manager

Date

C. Candelario
Human Resources Director

07/19/2025
Date

Employee

Date

