



# MARION COUNTY

## Employment Opportunity

### Custodial Supervisor

**Recruitment #: 498-2026-1**

**Typical Work Schedule:** Monday – Friday, days (some flexibility, as needed) – 3:30 p.m. to 12:00 a.m.

Information about Marion County: <http://www.co.marion.or.us/BS/HR/Documents/NeoGov/County%20Info.pdf>

Information about the department: <http://www.co.marion.or.us/PW/Pages/default.aspx>

Marion County Business Services provides internal services to county departments: coordination of county administrative policies, facilities maintenance, liability and workers compensation insurance management and employee safety.

Business Services is located on the Fourth Floor of the Courthouse Square Building, 555 Court Street NE in Salem. Custodial Facilities Management is in the Marion County Courthouse, 100 High Street NE.

## THE POSITION

### GENERAL STATEMENT OF DUTIES

Serves as a working supervisor by directing custodial crews and minor repair activities for county buildings and performing hands-on, semi-skilled repair and maintenance of buildings and equipment.

### SUPERVISION RECEIVED

Works under the supervision of the Facilities Program Manager who outlines operating policies and reviews work for conformance to standards through direct observation and regular meetings.

### SUPERVISION EXERCISED

Exercises supervision over a number of employees engaged in the custodial and minor maintenance repairs of county buildings; participates in the selection of new personnel, provides training, evaluates performance, responds to grievances, and recommends personnel transactions.

## MINIMUM REQUIREMENTS

### EXPERIENCE AND TRAINING

1. Graduation from high school, or equivalent; AND
2. Five years of responsible experience in the performance of custodial and maintenance work, including four years' experience in responsible supervision; OR
3. Any satisfactory combination of work, education, training, or experience relevant to the position, as determined by Marion County.

### SPECIAL REQUIREMENTS

- **24-Hour Response.** Must be available to perform response duties during an emergency. This classification is essential; a department may designate positions to work during emergencies or business closures to meet operational requirements, ensure health and safety, and protect people and property.

- Must possess a current driver's license in the applicant's state of residence and an acceptable driving history. Marion County will obtain a copy of the driving record for all qualified applicants from Driver and Motor Vehicle Services and review the driving record according to the Marion County policy and procedure for Driving on County Business. The policy can be found at: <http://apps.co.marion.or.us/APAP/>.
- The finalist for this position will be required to pass a criminal history background check, including finger printing; however, conviction of a crime may not necessarily disqualify an individual for this position.
- This is a safety sensitive/special needs position. Final candidates selected for this position will be required to pass a pre-employment drug screen, including testing for marijuana. The Marion County Drug and Alcohol Use and Testing Policy can be found at: <http://apps.co.marion.or.us/APAP/policy.aspx?p=policy&pid=518>.
- **Additional Requirements.** Specific recruitment may require specialized experience, education, certification, training, or licensing, with time-sensitive expectations.

## PHYSICAL REQUIREMENTS

Operates a motor vehicle safely; stands; sits may be continual at times; moves about county facilities and related work areas climbing stairs; bends forward; stoops; reaches overhead; crawls on hands and knees; lifts, carries up to 25 lbs. for up to 50 feet unassisted; pushes and pulls up to 25 lbs.; work is performed in County-owned or -leased environments or a simple office structure; office work includes the use of a computer using word processing and email programs or programs specific to the position; work in inclement weather conditions in a safe manner; works swing-shift hours and may work other unusual hours at times; must be able to traverse rough and uneven terrain; moves carts weighing up to 25 lbs.; operates a keyboard; uses rapid mental/hand/eye coordination; uses depth perception; speaks clearly and audibly; reads a 12 pt. font; distinguishes colors and shades; hears a normal level of speech; works in areas that may be exposed to heat, cold, humidity, smoke, dust, vibration, and noise.

## JOB DUTIES

### Supervisory:

- Onboard and train custodial workers in proper custodial procedures for the use of equipment and cleaning products.
- Prepare weekly custodial schedules, assign work, and establish performance standards in maintaining the cleanliness and sanitation of buildings, offices, conference rooms, facility surfaces, and identified equipment, including building entrances and exterior walkways.
- Conduct performance evaluations that are timely and constructive.
- Analyze and manage custodial team services.
- Hire, discipline, and termination of employees in accordance with county/department policy.
- Maintain professional working relationships with Custodial workforce.
- Tracks staffing, supplies, and service levels; prepares basic reports and documentation
- Conduct routine inspections of facilities, equipment, and work areas to maintain safety and quality standards.
- Prepare reports, logs, and documentation related to staffing, supplies, performance metrics, and facility needs.

### Daily Operations:

- As a working supervisor, performs custodial duties including cleaning, sanitizing, waste removal, floor care, restroom maintenance, and special event support.
- Oversee the countywide day-to-day operations of the Custodial team.
- Wears and enforces the use of appropriate personal protective equipment when performing or overseeing tasks with exposure risk.
- Evaluate systems or facilities to determine custodial maintenance or repairs that need to be performed.

- Assess building work orders to plan work assignments and cleaning schedules.
- Ensure custodial and cleaning work are completed correctly and in a timely manner.
- Assist in projects such as deep cleaning, seasonal tasks, moving assistance, and setup for county events.
- Respond to work orders and emergency calls during and outside of regular work hours as needed.

#### **Countywide Oversight:**

- Inspect custodial equipment, perform minor repairs, arrange for major repairs, and maintain inventory of supplies and equipment.
- Ensure adherence to quality and health standards and safety regulations.
- Communicate with department management, County personnel, and vendors in person, via telephone, written communication, and e-mail.
- Order supplies needed to maintain clean and well-maintained facilities.
- Participate in the coordination of projects (e.g., carpet cleaning, cleaning related to renovations or repairs, etc.)
- Contribute to the development of the Custodial budget.
- Support training programs on safety, bloodborne pathogens, infection prevention, and emergency response.
- Provide direction and assistance regarding compliance with department policies and procedures.
- Ensures compliance with OSHA, OR-OSHA, and County safety standards.
- Conducts or participates in job hazard analyses (JHAs) and safety meetings.
- Ensures proper chemical labeling, SDS access, and storage.
- Inspect all facilities for equipment operation and cleanliness; initiate and supervise preventive maintenance programs service contracts.

#### **Other Duties:**

- Comply with department and county policies, procedures, and regulations.
- Uses computerized work order systems, timekeeping systems, inventory tracking, and email/calendar applications.
- Establish and maintain positive and professional working relationships with coworkers, customers, other agencies, and the public.
- Respond to a variety of locations as needed.
- Maintain regular work attendance, punctuality, and needed CJIS clearance.
- Safely operate custodial hand and power tools.
- Commute between facilities in a timely manner.
- Follow oral and written instructions.
- Other duties as assigned by your supervisor.

### **HOW TO APPLY**

To submit an online application for this position, go to: <https://www.governmentjobs.com/careers/marion>

*Marion County does not accept mailed, delivered, faxed, or e-mailed applications.*

If you have questions about this position, please call (503) 566-3949 or e-mail [HRRecruitment@co.marion.or.us](mailto:HRRecruitment@co.marion.or.us)

## KNOWLEDGE, SKILLS AND ABILITY

Knowledge of principles, practices, methods, and equipment related to custodial work in a commercial or government office building.

Skill and ability to supervise employees and coach for optimal performance; plan and organize work from written and oral instructions; use and operate hand and mechanical tools necessary to building and mechanical maintenance and repair; establish and maintain professional and collaborative working relationships with customers, employees and managers; seek out opportunities to improve the custody, security and efficiency of county facilities; communicate effectively in oral, writing and electronic media; operate a motor vehicle; operate a computer.

## COMPENSATION AND BENEFITS

Marion County offers an exceptional compensation and benefits program.

The wage range for this position is \$30.53 to \$40.93 hourly with initial wages dependent upon the qualifications and experience of the candidate selected. This is a non-represented, exempt, full-time position, which is not eligible for overtime.

### *Benefits Include:*

#### Insurance Coverage

- ✓ Medical, prescription, vision and dental plans covering employees and dependents with low employee premium share
- ✓ Employer-paid basic life insurance
- ✓ Accidental death and dismemberment plans
- ✓ Employer-paid long-term disability plan
- ✓ Employee Assistance Program
- ✓ Additional Voluntary Term Life Insurance- Employee-Paid
- ✓ Additional Short-Term Life Insurance – Employee-Paid

#### Retirement Benefits

- ✓ Participation in the Oregon Public Service Retirement Plan (OPSRP) - Employer pays the 6% employee contribution
- ✓ 401K – 2.5% contribution paid by County

#### Annual Paid Leave

- ✓ 13 vacation days
- ✓ 12 sick leave days
- ✓ 10 holidays
- ✓ 2 personal holidays

