



Archdiocese of Omaha

Job Description



Custodial Engineer – Supervisor

SOC Code: **37-1011.00**
Department: **Office of Facilities Management**
Reports To: **Facilities Director**
Subordinates: **Custodial Engineer – Housekeeper & Medium Duty**
Salary Range: **N-3**
Hours per Week: **40**
Scheduled Hours: **2:30 p.m. – 11:00 p.m. (Monday – Friday)**
Overtime Required: **Yes**
FLSA Status: **Non – Exempt (eligible for overtime pay)**
Last Update: **November 9, 2007**

Brief Overall Job Description

Under the direction of the Facilities Director, supervise the work activities of custodial engineers. In addition, keep buildings in clean and orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls and glass, and removing rubbish.

Education, Certification, & Licensing Requirements

- High School Diploma
 - Valid Drivers License
-
-

Essential Duties

- Inspect work performed to ensure that it meets specifications and established standards.
 - Perform and/or assist subordinates with their cleaning duties as necessary.
 - Investigate complaints about service and equipment, and take corrective action.
 - Coordinate activities with other departments to ensure that services are provided in an efficient and timely manner.
 - Check equipment to ensure that it is in working order.
 - Inspect and evaluate the physical condition of facilities in order to determine the type of work required.
 - Instruct staff in work policies and procedures, and the use and maintenance of equipment.
 - Monitor building security and safety by performing such tasks as locking doors after operating hours and checking electrical appliance use to ensure that hazards are not created.
 - Service, clean, and supply restrooms.
 - Gather and empty trash.
 - Clean building floors by sweeping, mopping, scrubbing, or vacuuming them.
-
-



Archdiocese of Omaha

Job Description



Essential Duties (continued)

- Follow procedures for the use of chemical cleaners and power equipment, in order to prevent damage to floors and fixtures.
- Mix water and detergents or acids in containers to prepare cleaning solutions, according to specifications.
- Strip, seal, finish, and polish floors.
- Notify supervisor concerning the need for major repairs or additions to building operating systems.
- Requisition supplies and equipment needed for cleaning and maintenance duties.
- Clean windows, glass partitions, and mirrors, using soapy water or other cleaners, sponges, and squeegees.
- All other duties as assigned by supervisor.

Knowledge

- **ADMINISTRATION and MANAGEMENT** – Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- **CHEMISTRY** – Knowledge of the chemical composition, structure, and properties of substances and of the chemical processes and transformations they undergo. This includes the uses of chemicals and their interactions, danger signs, production techniques, and disposal methods.
- **CUSTOMER and PERSONAL SERVICE** – Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- **ENGLISH LANGUAGE** – Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- **PSYCHOLOGY** – Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.
- **PUBLIC SAFETY and SECURITY** – Knowledge of relevant equipment, policies, procedures, and strategies to promote effective security operations for the protection of people, data, property, and institutions.
- **RELIGION** – Basic working knowledge of the mission of the Catholic Church.

Skills

- **ACTIVE LEARNING** – Understanding the implications of new information for both current and future problem-solving and decision-making.
- **ACTIVE LISTENING** – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- **COORDINATION** – Adjusting actions in relation to others actions.
- **CRITICAL THINKING** – Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions, or approaches to problems.



Archdiocese of Omaha

Job Description



Skills (continued)

- **EQUIPMENT MAINTENANCE** – Performing routine maintenance on equipment and determining when and what kind of maintenance is needed.
- **EQUIPMENT SELECTION** – Determining the kind of tools and equipment needed to do a job.
- **INSTRUCTING** – Teaching others how to do something.
- **JUDGMENT and DECISION MAKING** – Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- **LEARNING STRATEGIES** – Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- **MONITORING** – Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
- **READING COMPREHENSION** – Understanding written sentences and paragraphs in work related documents.
- **SPEAKING** – Talking to others to convey information effectively.
- **TIME MANAGEMENT** – Managing one's time and the time of others.
- **WRITING** – Communicating effectively in writing as appropriate for the needs of the audience.

Abilities

- **EXTENT FLEXIBILITY** – The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- **MANUAL DEXTERITY** – The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- **NEAR VISION** – The ability to see details at close range (within a few feet of the observer).
- **ORAL COMPREHENSION** – The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **ORAL EXPRESSION** – The ability to communicate information and ideas in speaking so others will understand.
- **STATIC STRENGTH** – The ability to exert maximum muscle force to lift, push, pull, or carry objects.
- **TRUNK STRENGTH** – The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without 'giving out' or fatiguing.
- **WRITTEN COMPREHENSION** – The ability to read and understand information and ideas presented in writing.

Work Activities

- **COORDINATING the WORK and ACTIVITIES of OTHERS** – Getting members of a group to work together to accomplish tasks.



Archdiocese of Omaha

Job Description



Work Activities (continued)

- **CONTROLLING MACHINES and PROCESSES** – Using either control mechanisms or direct physical activity to operate machines or processes (not including computers or vehicles).
- **COMMUNICATING with SUPERVISORS, PEERS, or SUBORDINATES** – Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- **ESTABLISHING and MAINTAINING INTERPERSONAL RELATIONSHIPS** – Developing constructive and cooperative working relationships with others, and maintaining them over time.
- **GETTING INFORMATION** – Observing, receiving, and otherwise obtaining information from all relevant sources.
- **HANDLING and MOVING OBJECTS** – Using hands and arms in handling, positioning, and moving materials, and manipulating things.
- **IDENTIFYING OBJECTS, ACTIONS, and EVENTS** – Identifying information by categorizing, estimating, recognizing differences or similarities, and detecting changes in circumstances or events.
- **INSPECTING EQUIPMENT, STRUCTURES, or MATERIAL** – Inspecting equipment, structures or materials to identify the cause of errors or other problems or defects.
- **JUDGING the QUALITIES of THINGS, SERVICES, or PEOPLE** – Assessing the value, importance, or quality of things or people.
- **MAKING DECISIONS and SOLVING PROBLEMS** – Analyzing information and evaluating results to choose the best solution and solve problems.
- **MONITOR PROCESSES, MATERIALS, or SURROUNDINGS** – Monitoring and reviewing information from materials, events, or the environment, to detect or assess problems.
- **OPERATING VEHICLES, MECHANIZED DEVICES, or EQUIPMENT** – Running, maneuvering, navigating, or driving vehicles or mechanized equipment, such as passenger vehicles.
- **ORGANIZING, PLANNING, and PRIORITIZING WORK** – Developing specific goals and plans to prioritize, organize, and accomplish your work.
- **PERFORMING GENERAL PHYSICAL ACTIVITIES** – Performing physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping, and handling of materials.
- **RESOLVING CONFLICTS and NEGOTIATING with OTHERS** – Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
- **SCHEDULING WORK and ACTIVITIES** – Scheduling events, programs, and activities, as well as the work of others.



Archdiocese of Omaha

Job Description



Physical Demands

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee must be capable to operate a variety of motorized equipment. Must be capable of occasionally lifting fifty-one hundred pounds (50-100 lb.), during execution of duties. Requires mobility to complete errands, flexibility of body, manual dexterity and hand/eye coordination adequate to use equipment as assigned.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, this position functions primarily indoors. Manual labor is required. Employee may be potentially exposed to fuels, exhaust, chemicals and hazardous implements and equipment.