

City of Dunedin, Florida
Class Description

JOB TITLE: Custodial Services Coordinator
Public Works Department
Facility Services Division

GENERAL STATEMENT OF JOB

Oversees all technical work to support the daily operations and compliance of the City's Janitorial Services Contract and Facility Maintenance Inspection program. Performs quality control inspections and ensures compliance to Green Building Standards and Products. Reports to the Division Manager, Facility Services.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by the incumbents(s) of any position.

Oversees the Janitorial Services Contract performing daily facility inspections for compliance to contract cleaning level standards, service requests, confirming staffing levels, and documenting deficiencies in services. Reviews monthly invoices and reports to the Division Director for approval/disapproval of monthly invoices.

Performs daily, weekly, monthly and quarterly facility inspections. Documents findings through the city work order system for facility maintenance staff.

Submits schedule biweekly and updates daily schedule per PW process.

Ensures all work is performed in compliance with applicable policies, procedures, laws, codes, safety and health regulations.

Maintains assigned equipment, tools and vehicles.

Responsible to confirm Safety Data Sheets and other required documentation is completed and kept current at each site.

Receives and responds to city staff for customer/public inquires, concerns and complaints regarding Janitorial activities and services; responds to after-hour emergency calls as needed.

Compiles data for and prepares a variety of required reports and records as requested and completes daily performance tracking accounting for 100% of time in work management system.

Attends meetings, workshops, and training to enhance job knowledge and skills.

Performs routine office work as required, including reviewing and reconciling invoices, answering telephone, responding to emails, preparing facility semi and annual floor rehabilitation work.

ADDITIONAL JOB FUNCTIONS.

Performs related duties as required.

MINIMUM TRAINING AND EXPERIENCE

Requires a high school diploma or GED equivalent with three (3) years of experience in Janitorial/Custodial services and contractual supervision and/or monitoring.

An equivalent combination of training and experience which provides the required skills, knowledge and abilities may be considered.

Working knowledge of Microsoft Office – Word, Excel and Outlook.

SPECIAL REQUIREMENTS

Must possess a valid Florida Driver License.

May require certifications and training as deemed appropriate by the Public Works Director, PW Assistant Director, or Facility Services Manager.

This is a category A position for the purposes of Emergency Management. Employees in these categories may be assigned to work a variety of schedules, including compulsory work periods in special, emergency, and/or disaster situations. Category A employees are required to stay on premises during a declared state of emergency or as otherwise mandated.

PERFORMANCE INDICATORS

Knowledge of Job: Has thorough knowledge of the methods, procedures and policies as they pertain to the performance of essential duties of the Custodial Services Coordinator. Is knowledgeable in the laws, ordinances, standards and regulations pertaining to the specific duties and responsibilities of the position. Has thorough knowledge of the principles, theories, practices in janitorial maintenance and facility inspections. Clearly understands any occupational hazards and adheres to all safety precautions inherent in performing the essential functions of the work.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to calculate, compute, summate and/or tabulate data and/or information. Includes the ability to perform subsequent actions in relation to

these computational operations. Is able to assemble and analyze information and make written reports and records in a concise, clear and effective manner.

Human Interaction: Requires the ability to provide guidance, assistance and/or interpretation to others on how to apply procedures and standards to specific situations. Maintains professionalism when dealing with members of the general public, personnel of other departments, and vendors. Is able to coordinate division activities with others in order to accomplish goals and complete projects.

Equipment, Machinery, Tools and Material Utilization: Has knowledge of the standard tools, equipment, and materials of the janitorial/custodial trade. Has skill in the care and use of required tools equipment. Is able to make minor repairs and adjustments to equipment while performing facility inspections. Requires the ability to use a six (6) foot step ladder during the performance of inspections.

Verbal and Written Aptitude: Requires the ability to use a wide variety of reference and descriptive data and information. Has the ability to speak and understand the English language.

Mathematical Aptitude: Has the mathematical ability to handle required calculations. Requires the ability to perform addition, subtraction, multiplication and division; to calculate decimals and percentages; surface areas, volumes, weights and measures.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against measurable or verifiable criteria. Is able to take initiative to complete the duties of the position without the need for direct supervision. Has the ability to plan, organize, and prioritize daily assignments and work assignments.

Functional Reasoning: Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise judgment to adopt or modify methods and standards to meet variations in assigned objectives. Is able to read and interpret technical materials/labels pertaining to the responsibilities of the job.

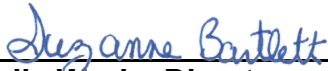
ADA COMPLIANCE

Physical Ability: Tasks may involve the ability to exert heavy physical effort in heavy work, typically involving some climbing and balancing, stooping, kneeling, crouching and crawling, and some lifting, carrying, pushing and or pulling of heavy objects and or materials (up to 50 pounds). Requires sufficient hand/eye coordination to perform skilled movements.

Sensory Requirements: Some tasks require visual, depth, olfactory and auditory perception and discrimination as well as oral communication ability.

Environmental Factors: Tasks require exposure to temperature extremes, smoke/dusts/pollen, strong odors, wetness/humidity, cleaning agents, electrical, machinery and noise extremes.

The City of Dunedin is an Equal Opportunity Employer. In compliance with the American Disabilities Act, the employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.



Public Works Director

8/16/24

Date