



## **Bullitt County Public Library Custodial Supervisor**

**Department:** Custodial Department  
**Reports to:** Library Director

### **NATURE OF WORK**

It is the responsibility of the Custodial Supervisor to ensure that all Library buildings and grounds are looking their best and in top operating condition. The Custodial Supervisor manages the members of the Custodial Department, sets their schedules, and makes sure they maintain adequate supplies. The Custodial Supervisor also is responsible for the Library's internal delivery service, which distributes supplies and library materials to all Library buildings.

### **CORE VALUES**

- Adaptability. We are outwardly focused, service oriented, and staffed by continuous learners.
- Equality. We welcome all with the same measure of respect, warmth, and acceptance.
- Accountability. We are an interdependent team holding ourselves mutually accountable for delivering results that are relevant to our community's needs.
- Integrity. We embody these values in every aspect of our operation, building personal and institutional bridges which facilitate productive, trusting relationships.

### **ESSENTIAL POSITION FUNCTIONS**

- Managing the employees of the Custodial Department, including supervision, training, scheduling, coordinating, inspecting work, and performing reviews.
- Keeping all libraries supplied with cleaning aides, toilet tissue, and paper towels from the Main Library.
- Cleaning restrooms, including fixtures and floors; clean, dust, and wipe furniture; sweep, mop, or vacuum floors; empty/clean waste containers.
- Moving assembling and constructing shelving elements.
- Making minor building renovation changes and performing preventative maintenance.
- Painting and repair.
- Changing filters, light bulbs, ballasts, washers, fixtures.
- Weeding, trimming bushes, mowing lawn, picking up litter on library property, and landscaping.
- Salting and removing snow from steps and walkways.
- Delivering new books to each branch and rotate books and materials between branches.



- Supporting and enforcing all library policies.

## **JOB REQUIREMENTS**

- Valid Driver's License, proof of insurance, and a safe driving record.
- Reliable transportation.
- A high school diploma and two years of appropriate experience. Appropriate vocational/technical training may substitute at an equivalent rate for the required experience.

## **SKILLS AND CHARACTERISTICS**

- Leadership skills.
- Ability to organize the use of time and set priorities for multiple staff members.
- Ability to maintain an effective inventory of supplies and equipment.
- Ability to design and budget costs for repair and renovation projects and implement them.
- Knowledge of proper and safe work techniques.

## **PHYSICAL DEMANDS**

- Trunk strength, manual dexterity, and wrist-finger movement.
- Ability to climb ladders.
- Ability to use lawn mowing and trimming equipment.
- Walking carrying loads up to 50 lbs.
- Stooping to shovel and dig
- Handling heavy machinery
- Visual ability to handle hazardous machines and cleaning fluids

## **WORK ENVIRONMENT**

- Required to work indoors and outdoors in cold and heat
- Exposure to cleaning agents and lawn and garden chemicals
- This position may require discarding or cleaning up of blood borne pathogens

## **WORK DEVICES**

- Lawn mowers, mop, pail, hand tools, ladders, brooms, sponges, shovels, weed trimmers, vacuum cleaners, carpet cleaners, and carpenter's tools.
- Library delivery vehicle.

**Bullitt County Public Library is an AA, EEO and ADA employer**