

MUNICIPAL BUILDING COMMISSION

350 South 5th Street, Suite 105
Minneapolis, MN 55415

Title:	Custodial / Utility Supervisor
Nature of Work:	Supervise, coordinate and schedule the cleaning and maintenance of the City Hall/Courthouse building, ensuring quality of services.

Responsible for the following Essential Functions:

Plan, direct, supervise, coordinate and evaluate activities of custodial, utility and custodial foremen staff (Approximately 24 FTE) for a 24 hour/7 day a week operation. Includes continuous inspections of facility and employee performance to insure that work is accomplished according to schedule and in compliance with applicable standards. Building includes Adult Detention Center.

Use industry standards and engineering methodologies to appropriately assign work distribution evenly between all available resources.

Conduct employee performance evaluations, regular inspections and training programs to provide feedback and education/coaching. Facilitate action plans to address deficiencies.

Communicate and ensure compliance with human resources and department policies and procedures. Conduct regular staff meetings to cover new items, questions or concerns.

Maintain employee work schedules, assign work and make adjustments for planned and unplanned absences. Approve leaves and electronically enter payroll.

Evaluate and recommend budgets for personnel, supplies and equipment. Maintain departmental supplies at appropriate levels and distribution of supplies.

Counsel employees and take disciplinary action when necessary to correct employee's unacceptable work performance and/or policy compliance.

Be knowledgeable of current trends in management, cleaning procedures and equipment and applicable safety and sanitation codes and standards as issued by various regulatory agencies.

Conduct appropriate preventative maintenance work and minor repair of equipment.

Managing the set up and staffing of building events, including evening and weekend catered events.

Perform other duties as assigned.

REQUIRED SKILLS AND EXPERIENCE:

Qualifications: Bachelor's degree in an academic area related to supervision, coordinating, organizing the work flow of custodial services.
Experience: Five years experience related to custodial and utility supervision and planning.
Equivalent of education and experience will also be considered.

Required knowledge of Microsoft Office for daily use.
Required ability to use on-line work order system.
Required License: Valid Minnesota Driver's License.
Required Background: Successful completion and maintenance of Hennepin County Sheriff's Office and Minneapolis Police Department background checks.

Working Conditions: Requires working rotating shift to supervise staff.

ADDITIONAL INFORMATION:

Non-represented, exempt position.
2014 Annual Salary Range: \$ 55,830 to \$64,400

Benefits Offered include access to health, dental, life and short/long term disability insurance, 11 paid holidays per year in addition to accruing paid time off (vacation and sick leave) a defined benefit pension plan – PERA, retirement savings program.

Access to 457 Deferred Compensation and Pre-Tax Programs.

Invitations for initial and secondary interviews will be based upon an assessment of education and experience. Application process may include computer testing exercise and writing samples. A supplemental questionnaire may be required.

Interested applicants are required to complete an MBC employment application located at www.municipalbuildingcommission.org.