



**LINN COUNTY GENERAL SERVICES**  
330 Third Avenue SW Albany, Oregon 97321  
Phone: (541) 967-3880

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**RUSSELL WILLIAMS**  
Director

## **JOB ANNOUNCEMENT**

**ORIGINAL POSTING DATE: 09/24/2024**

**CLASSIFICATION TITLE: Custodial Services Supervisor**  
**CLASSIFICATION NUMBER: 810**  
**CLASSIFICATION CATEGORY: MANAGEMENT/EXEMPT**

**DEPARTMENT: GENERAL SERVICES, ALBANY OREGON**

### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Supervise custodial staff, assign tasks, and monitor progress, review daily progress of work activity, offer training assistance if needed, and determine best solution when problems arise.
2. Perform cleaning duties such as mopping, waxing, and buffing floors, washing windows, and disinfecting restrooms; recycle office paper and cardboard.
3. Inventory and requisition cleaning supplies, mix solutions, and manage maintenance and Safety Data Sheets (SDS) according to current Oregon OSHA standards.
4. Monitor fiscal expenditures and assist in budget development.
5. Ability to determine time and material estimates for a given project and to develop and approve work safety standards.
6. Evaluate staff performance, provide training, and resolve personnel issues.
7. Represent the custodial division with sales representatives and vendors.
8. Secure facilities at the end of shifts and direct visitors as needed.
9. Ensure adherence to safety procedures and building cleanliness standards.
10. Maintain regular and predictable work attendance.
11. Maintain good working relationship with staff and management.
12. Other duties as assigned.

### **QUALIFICATIONS:**

Knowledge of cleaning methods, equipment, and safety precautions. Minimum of 3 years of experience in custodial maintenance, with at least 1 year in a supervisory role. High school diploma or equivalent combination of education and experience.

Strong skills in minor repairs, operating power cleaning equipment, and managing custodial functions. Ability to lift/move up to 60 pounds.

Possession of a valid Oregon Motor Vehicle Operator's License and a clean driving record. CJIS (Criminal Justice Information Services) clearance background check and certification required.

**WORK ENVIRONMENT & SCHEDULE:**

This position is physically demanding and requires standing, walking, bending, stooping, and lifting heavy objects, up to 60 lbs. Work is performed indoors with common safety risks requiring precautions.

Requirements include the ability to see, talk, hear, sit, stand, walk, bend, stoop, kneel, push and pull; use of hands to handle or operate equipment and tools. Work is performed in an environment that involves everyday risks or discomforts requiring safety precautions.

The Custodial Services Supervisor shift is Monday – Friday, 40 hours per week. Start time is flexible between 12:00 Noon – 2:30 pm, with a scheduled end time no later than 11:30 pm. Lunch break may be adjusted based on the candidates' specific needs.

**SALARY, BENEFITS, COMPENSATION:** Linn County offers an excellent benefits package which includes fully paid contribution to the Oregon Public Employees Retirement System, paid holiday, vacation and sick leave, options for medical, dental and vision care insurance, options for deferred compensation, an employee assistance program, longevity pay, alternate and flexible work schedules and more. Current salary range and total compensation (depending on qualifications):

**SALARY: \$4,553 per month**, with a 5% increase after the successful completion of a six-month probationary period. Compensatory Time available. Clothing and laundry allowance provided.

**CLOSING DATE:** Open Until Filled

**HOW TO APPLY:** Submit a completed Linn County Employment Application Form along with a resume and cover letter to: Linn County General Services Attn. Michelle Markson, PO BOX 100 Albany, Oregon 97321, or e-mail at [mmarkson@co.linn.or.us](mailto:mmarkson@co.linn.or.us). Application forms may be obtained, along with the Job Classification, at the Linn County webpage [www.co.linn.or.us/jobstemp.html](http://www.co.linn.or.us/jobstemp.html).

LINN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER