



**CORPUS CHRISTI REGIONAL TRANSPORTATION AUTHORITY  
JOB POSTING – #2023-31**

**CLOSING DATE: OPEN UNTIL FILLED**

**Job Title:** Custodial Supervisor

**FLSA Status:** Exempt

**Work Location:** 5658 Bear Lane; other various locations

**Department:** Facilities Maintenance

**Reports To:** Facilities Building Manager

**Grade: 22 Salary:** \$25.89 - \$42.19  
(Min-Max)

**Work Schedule:** Monday – Friday 7:00 am – 3:30 pm, as needed

**General Summary:** Under the direct supervision of the Facilities Building Manager, the Custodial Supervisor performs responsible supervisory work involving the assignment and direct supervision of custodial employees in maintaining the cleanliness and sanitation of buildings, offices, fitness centers, restrooms, furnishings, and equipment as well as building entrances and exterior walkways associated with the Corpus Christi Regional Transportation Authority. The Custodial Supervisor is also responsible for training new employees in proper custodial procedures for the use of manually operated tools, electrically-powered machines, cleaning compounds, solvents, and chemicals.

**Essential and Marginal Job Functions:** Essential and other important responsibilities and duties that must be performed, with or without reasonable accommodation may include, but are not limited to, the following:

- Supervises employees to include: prioritizing and assigning work; conducting performance evaluations; ensuring employees are trained and identifying areas of necessity; making hiring, termination, and disciplinary recommendations.
- Develop employee skills via the appraisal process, coaching, encouragement, training, and use of the disciplinary process.
- Ensures that the quality of custodial services meets established guidelines by inspecting the work of team members and directing corrective measures to be taken when necessary to meet those guidelines.
- Ensures that personnel have the equipment and supplies necessary to perform custodial services by issuing supplies as needed, completing request form(s) for replacement items, and storing the supplies and equipment in a secure storage facility.
- Provides and directs support of custodial services under emergency conditions or unique circumstances by performing custodial duties directly related to the emergency conditions or as the situation dictates.
- Reports custodial equipment repairs to ensure completion of assignments is not delayed
- Work internally and externally to monitor and report employee labor, attendance, and punctuality.
- Effectively requests the usage of overtime by continuous monitoring of CCRTA activities and departmental workload.
- Schedules work assignments by setting priorities for staff, planning for effective CCRTA activities, and special event support.

- Engages with customers frequently to assess needs, expectations, and satisfaction to gain an understanding of their views.
- Collaborates with the CCRTA community and promotes healthy working relationships on a regular basis through professionalism and courtesy.
- Models our core value of Teamwork by ensuring employees are appropriately informed of CCRTA business and trained to apply technical skill sets as directed; cleaning practices, event protocols, universal precautions, and equipment operation.
- Practices our core value of Integrity by building a culture of healthy and safe working environment as conditions change; conducts routine inspections, communicates and reinforces safety policies and procedures, and reviews daily observations; holds regular staff/safety meetings with work crews;
- Carries and operates a CCRTA-owned cell phone/portable radio to maintain workplace communication.
- Shows our core value of Respect when representing the department at meetings regarding CCRTA activities, customer service, or other topics of general interest to the department or CCRTA Community.
- Shows our core value of Innovation as an active member of the department leadership team, encouraging creativity, sharing valued remarks, and demonstrating perseverance with recommendations to the Facilities Building Manager.
- Contributes to the overall success of the department by performing other essential duties and responsibilities as assigned.

*It is the CCRTA's business philosophy and practice to provide reasonable accommodation to the known physical or mental disabilities of qualified individuals, according to applicable state and federal law. To request a reasonable accommodation regarding your application for employment or the performance of the essential functions of your job, please contact the Human Resources Department at (361) 289-2712.*

**Qualifications include:**

**Knowledge of:**

- Occupational hazards, standards safety practices, and Material Safety Data Sheet (MSDS) regulatory requirements;
- Office cleaning and/or shop maintenance cleaning using various types of floor equipment;
- Basic cleaning techniques and area of work assigned;
- Standard safety procedures and precautions; and
- Utilization of technological tools and programs including, but not limited to: various aspects of Microsoft Office, and websites.

**Ability to:**

- Comply with CC Regional Transportation Authority's policies and procedures and federal, state, and local government regulations; maintain confidentiality regarding all CCRTA-related business information and personnel issues
- Ensure technology is deployed effectively and consistently on a personal level and within the team.
- Work independently in the absence of supervision;
- Respond to public inquiries in a courteous manner;
- Learn to perform a variety of skilled maintenance and janitorial work in the area of work assigned;

- Interpret written instructions and warning labels or cleaning chemicals;
- Arrange things or actions in a certain order or pattern according to a specific rule or set of rules, which also utilizes supplies and equipment properly, and without waste;
- Use good judgment as it relates to safety, professional conduct, and work-related matters;
- Operate an automatic vehicle, occasionally a forklift, and a motorized industrial sweeper and scrubber;
- Interact courteously and effectively with a diverse internal customer base;
- Work immediately before or immediately after an emergency as required as part of the CCRTA's Emergency Response Team to provide emergency services to the general public during emergency situations;
- Willingly foster a positive work environment

**Skills:**

- Good literacy skills and a basic understanding of math in order to use checklists, complete written accident/incident reports, and mix/use cleaning solutions and materials properly and safely;
- Basic oral and communication skills; Proficient in English usage, spelling, and vocabulary.
- Basic computer skills in Word and Excel.
- Effective interpersonal skills.
- Great time management, organization, and prioritization abilities; Maintain a dependable attendance record
- Proven experience in leading a team or group.
- Experience and knowledge of equipment and methods used currently in the cleaning industry.

**Experience and Training Requirements:**

This position requires any equivalent combination of the following training, education, and experience that provides the individual with the required knowledge, skills, and abilities to perform the job.

- **Education:** High School Diploma or G.E.D.; Courses in supervision or management preferred.
- **Experience:** Minimum three (3) years of general work experience working in custodial management including one (1) year of work experience in a responsible supervisory role. Working in a similar setting is preferred.
- **License or certificate:** Must possess a valid Texas Driver's License.
- **Other Requirements:** Must be at least 18 years of age. Any job offers and continued employment are contingent upon completing and passing a pre-employment job agility evaluation, physical, drug, and alcohol screen, and background investigation.

**Working Conditions and Physical Requirements:**

While performing the duties of this job the employee will predominantly work indoors/outside and in a shop environment. The employee is exposed to extreme weather conditions and to wet and/or humid conditions; moving mechanical parts. Employees will work in an environment where there is a risk that they will be exposed to chemicals and fumes. An average amount of overtime and extended work hours are required. The noise level in the work environment is moderate to high. Standard physical activity includes, but is not limited to, standing, and walking activities. Essential and marginal functions require the ability to grasp with both hands, twist both wrists, use both arms to push, pull, hold, and carry items, bend, kneel, squat, and twist safely. Work requires the ability to lift up to 30 lbs and store at shoulder height or higher. Machinery and tool operation require the use of safety equipment to include but not limited to, eye safety glasses and work boots.