



BILL AND HILLARY
CLINTON NATIONAL AIRPORT
LITTLE ROCK

Position Description

Department	Facilities
Position Title	Supervisor – Facilities (Custodial Services)
Grade	9
Reports To	Manager - Facilities
FLSA	Exempt
Approved Date	September 1, 2003
Revised Date	October 10, 2017
Purpose	To ensure that all areas of the airport terminal and other airport owned buildings are clean and functional by providing skilled supervision of custodial staff and oversight for the proper use of all associated custodial equipment.
Duties & Activities	Supervise and direct the custodial services of the airport terminal and other airport owned facilities.
	Hire, train, supervise, and evaluate custodial staff. Manage daily staffing requirements. Evaluate employee performance.
	Develop procedures, processes, and practices for efficient and quality use of custodial resources.
	Assess and maintain inventory of equipment and supplies necessary for all custodial operations.
	Must ensure that all employees adhere to all safety policies and practices.
	Maintains regular and punctual attendance. Works extended hours, outside of regular shift schedule, as required by operational needs. Will be required to work other than normal business hours periodically.
	Respond to and assist with airport emergencies to also include inclement weather operations. Perform other duties as assigned.
Role Definition	Supervisor/Manager
# of Direct Reports	35
# of Indirect Reports	None
Budget Responsibilities	None
Education & Experience	Bachelor's degree from a four-year college or university and 2 to 3 years related experience and/or training in custodial services or facility management; or equivalent combination of education and experience.
Language Skills	Ability to read and interpret documents such as safety rules, operating and

	maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effective before groups of customers or employees of organization.
<i>Math Skills</i>	Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
<i>Reasoning Ability</i>	Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
<i>Computer Skills</i>	Basic computer competency, including basic knowledge of Microsoft Office, Word, Excel, and Outlook email.
<i>Technical/Trade Skills</i>	Working knowledge of custodial processes, equipment, chemicals, and quality management, such as Kaizen, Six Sigma, and/or Lean principles.
<i>Interpersonal Skills</i>	Typically requires highly developed interpersonal skills for dealing with sensitive or controversial situations as well as customer interface.
<i>Licenses/Certifications</i>	Valid Driver's License and safe driving record history is required.
<i>Physical Effort</i>	Must continuously stand or walk or there is a regular requirement of lifting/handling/carrying material or equipment of moderate weight (5 - 40 pounds).
<i>Job Environment</i>	Typically in a comfortable environment but with regular exposure to factors such as temperature extremes, moving machinery, loud noise, and fumes that cause noticeable discomfort or a moderate risk of accident or illness.
<i>Job Hazards</i>	There is regular exposure to conditions which are unpredictable or uncertain and which result in risk of personal injury. This is a safety sensitive position that requires employees to be alert at all times. Any work performed while under the influence of marijuana, alcohol or other controlled substances may constitute a threat to public health or safety.
<i>Job Pressures</i>	Under regular pressure to meet deadlines, quotas and/or must frequently deal with unpleasant issues related to people or situations.