

FLOOR CARE SUPERVISOR

Position Details

Class Code: 8119

Job Family: Service-Operations Workers

Classification: Support Professional

Terms of Employment: Pay Grade 52 on the Support Professional Salary Schedule

FLSA STATUS: NON-EXEMPT

Position Summary

Under general direction, supervises activities of carpet cleaning, gym, and tile floor refinishing crews. Participates in the activity of cleaning and treating carpets and upholstery; screening, tacking, and recoating hardwood floors (i.e., gym, stage, and dance floors); stripping or top-scrubbing and finishing vinyl composition tile (VCT) flooring.

Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Supervises assigned personnel in the maintenance, preparation, and cleaning of carpets, hardwood, VCT flooring, and upholstery.
2. Trains assigned staff in the proper use of specialized tools, materials, and equipment.
3. Determines carpet condition and cause of damage in order to treat carpet properly and cost efficiently.
4. Responsible for ordering materials and equipment to perform assigned work projects; monitors supply inventory and maintains adequate stock levels.
5. Determines and utilizes proper and safe chemical solutions to accommodate acid/alkaline rinses, spot removers, deodorizers, neutralizers and prevent mildew, mold, and other concerns, as required.

6. Performs preventive maintenance where possible to keep equipment in good running condition.
 7. Moves or assists in the removal of furniture to facilitate the cleaning of carpets, hardwood floors, and VCT flooring.
 8. Coordinates work with school/office activities and other trades/crafts.
 9. Coordinates with principals and site administrators regarding floor-cleaning needs.
 10. Notifies schools/departments of work to be performed; and chemicals, materials, and equipment to be used at designated sites.
 11. Provides water removal extraction as requested by using special truck-mounted equipment in emergency flood conditions.
 12. Supervises and inspects work in progress to ensure correct completion.
 13. Operates computer terminals in preparation of cost estimates, recordkeeping, and scheduling.
 14. Researches product warranties and insurance regarding defective equipment and/or parts.
 15. Provides input to establish work performance goals for the evaluation of staff assigned in carpet cleaning, hardwood floors, and VCT floor maintenance.
 16. May be required to assist the Operations Department and Maintenance Department crews in the cleaning of schools or other specialized facilities.
 17. Maintains updated Material Safety Data Sheet (MSDS) records.
 18. Responsible for the safe handling and disposal of hazardous materials as mandated by state and local laws and the Southern Nevada Health District.
 19. Responsible for the tracking and documentation of hazardous usage and storage requirements.
 20. Assist in the evaluation of new equipment/materials.
 21. Conforms to safety standards, as prescribed.
 22. Performs other tasks related to the position, as assigned.
-

Distinguishing Characteristics

Involves planning, supervising, training, inspecting, and participating in the work of carpet, hardwood, and VCT floor cleaning crews and other assigned staff.

Knowledge, Skills, and Abilities (Position Expectations)

1. Knowledge of practices and procedures of the carpet, hardwood, and VCT floor cleaning trade.
 2. Knowledge of carpet, hardwood, and VCT floor cleaning chemicals, solutions, and solvents.
 3. Knowledge of respiratory protective equipment.
 4. Knowledge of ability to recognize, understand, interpret, and apply all local, federal, state, and national codes, regulations, and ordinances including, but not limited to: National Fire Protection Association (NFPA), Occupational Safety and Health Administration (OSHA), Americans with Disabilities Act (ADA), etc.
 5. Ability to stay abreast of carpet, hardwood, and VCT floor cleaning techniques and preventive maintenance of equipment.
 6. Ability to use and maintain hand, power, and truck-mounted tools.
 7. Ability to pass OSHA physical examination for use of respiratory protective equipment.
 8. Ability to obtain respirator certification.
 9. Ability to wear respiratory protection and other personal protective equipment.
 10. Ability to provide cost estimate information of new equipment and materials.
 11. Ability to supervise and evaluate employees.
 12. Ability to learn, develop, and apply work procedures.
 13. Ability to plan and organize work.
 14. Ability to read and interpret written and/or oral instructions.
 15. Ability to communicate oral and written instructions.
 16. Ability to use a computer and software applications related to the position.
 17. Ability to meet predetermined deadlines.
 18. Ability to perform strenuous physical work.
 19. Ability to obtain applicable factory/manufacturer certifications.
 20. Ability to safely move and relocate heavy objects.
 21. Ability to work flexible hours for the efficient operation of the department.
 22. Ability to work cooperatively with employees, contractors/vendors, outside agencies and the public.
 23. Ability to recognize and report hazards and apply safe work methods.
 24. Possess physical and mental stamina commensurate with the responsibilities of the position.
-

Position Requirements

Education, Training, and Experience

1. High school graduation or other equivalent (i.e., General Educational Development (GED), foreign equivalency, etc.).
2. Two (2) years professional carpet cleaning experience; and,
3. Two (2) years experience using truck-mounted carpet cleaning equipment; and,
4. Two (2) years Clark County School District Senior Floor Care Technician experience; or,
Two (2) years documented increasingly responsible decision making management or supervisory experience with extensive public contact may be substituted for the two (2) years Clark County School District Senior Floor Care Technician.

Licenses and Certifications

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.
3. Must pass an OSHA physical examination and be certified for the use of respiratory protective equipment prior to placement on the QSP. Certification must be maintained for the duration of the assignment.
4. Current Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) certificate from the American Heart Association, American Red Cross, or other similar organization. Certification must be maintained for the duration of the assignment. Certification training must be in-person and include a hands-on component. Online courses will not be accepted. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.

Preferred Qualifications

None Specified.

Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.).

2. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. Copy of current driving history issued by the Department of Motor Vehicles.
 3. Current Cardio-Pulmonary Resuscitation/Automatic External Defibrillator certificate as indicated above. A copy of the front and back of the CPR/AED certificate must be uploaded into the application.
 4. Proof of OSHA physical examination.
 5. Specific documented evidence of training and experience to satisfy qualifications.
-

Examples of Assigned Work Areas

Clark County School District Facilities – offices and schools (i.e., classrooms, corridors, theaters, gyms and any/all areas involving carpet, hardwood, and VCT flooring).

Work Environment

Strength

Medium/heavy – Exert force 20 – 100 lbs., frequently; or 10 – 40 lbs., constantly.

Physical Demand

Frequent sitting, standing, walking, pushing, pulling, stooping, kneeling, climbing, crouching, reaching, handling, and repetitive fine motor activities. Mobility to work in a typical office setting and use standard office equipment. Stamina to remain seated and maintain concentration for an extended period of time. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, and color vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screens or other monitoring devices.

Environmental Conditions

Climate-controlled office and classroom settings. Exposure to weather with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud and occasional to frequent time periods and fumes from solvents and chemical solutions.

Hazards

Furniture, playground/office equipment, communicable diseases, chemicals, and fumes (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

Examples of Equipment/Supplies Used to Perform Tasks

District-issued/personal vehicle truck-mounted carpet extractor and/or portable carpet extractors, respirators, auto scrubbers, gym floor power flow, 175 rpm scrubbers, wet-dry vacuums, sprayers, hand tools, rotary jets, dry and liquid chemicals, assorted wands and hoses, hand-held radios, etc.

AA/EOE Statement

This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, or national origin.

Job Revision Information

- Revised: 04/30/21
- Created: 05/02/08