

CHAMPAIGN COUNTY JOB DESCRIPTION

Job Title: Custodial & Grounds Manager

Department: Physical Plant

Reports To: Director of Administration

FLSA Status: Exempt

Grade Range: I

Employment Status: Non-Bargaining

Prepared Date: December 2025

SUMMARY

Supervises all Custodial & Grounds employees, ensures buildings are kept clean and sanitary and grounds are kept maintained and professional.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include the following. Other duties may be assigned.

- Responsible for the care of the grounds for all county-owned facilities.
- Responsible for the cleanliness of all county-owned facilities.
- Plans, organizes and supervises the activities of Custodial & Grounds staff.
- Interviews, selects, and evaluates Custodial & Grounds staff; provides direction and assignments, and provide staff training as needed.
- Prepares, presents, and monitors the Custodial & Grounds portions of the physical plant budgets; administers and monitors the annual Custodial & Grounds budgets.
- Obtains cost estimates for supplies; obtains supplies and repair parts from distributors, maintains inventory of supplies, and orders new equipment.
- Assists all Custodial & Grounds staff with daily tasks, as needed.
- Manages the daily operation of the county mail.
- Manages the oversight of county parking lot operations.
- Monitors for, assigns, and ensures timely and safe completion of snow removal, and may do snow removal themselves as needed.
- Ensures daily, weekly and monthly reports are completed by Custodial & Grounds staff.

- Performs related work as required.

SUPERVISORY RESPONSIBILITIES

This is a supervisory position.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

Associate's degree; plus 5-7 years of relevant experience, as well as experience in supervising a staff of grounds and building maintenance personnel; or any equivalent combination of education and experience that would provide the above noted knowledge, skills and abilities.

LANGUAGE SKILLS

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to other employees of the organization.

MATHEMATICAL SKILLS

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 technical drawings, schematics or blueprints.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

CERTIFICATES, LICENSES, REGISTRATIONS

- Illinois Driver's License with a safe driving record and proof of insurability.
- Security Clearance issued by the Champaign County Sheriff.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop; kneel; crouch; or crawl; and talk; or hear. The employee is occasionally required to sit. The employee must occasionally lift and/or move more than 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is frequently exposed to moving mechanical parts and risk of electrical shock. The employee is occasionally exposed to wet and/or humid conditions; high, precarious places; fumes or airborne particles; toxic or caustic chemicals; outside weather conditions; and vibration. The noise level in the work environment is usually moderate and occasionally loud.

NOTICE

This job description contains wording of a general class of positions within the Champaign County salary administration program. The description contains examples of duties and responsibilities which may or may not be considered to be "essential functions" to a particular job or position within this job class. "Essential functions" are to be determined at the position or job level within each department.