

CUSTODIAN SUPERVISOR

NATURE OF WORK

This is supervisory work in directing the custodial care of the University buildings and facilities.

The employee in this class is responsible for planning, assigning and supervising the work of employees engaged in the care and cleaning of buildings and facilities. Work also includes responsibility for ensuring that cleaning equipment, supplies and materials are available. Work is performed with considerable independence under the direction of an administrative superior who reviews work through conferences, inspection and observation of results obtained.

ILLUSTRATIVE EXAMPLES OF WORK

Plans, directs and organizes the cleaning of buildings and facilities; plans, assigns and schedules the work of custodial employees; participates in interviewing applicants; provides training, as required.

Provides direct supervision to custodial staff on assigned shift; inspects work areas regularly to ensure satisfactory custodial work.

Performs a variety of requisitioning activities; prepares requisitions to ensure that cleaning equipment, supplies and materials are available; maintains inventory of supplies and equipment; requisitions equipment repair; estimates appropriate inventory levels for shift requirements.

Requisition work clothes and safety equipment provided to custodial staff; ensures that proper attire is worn at all times and that safety precautions are taken.

Discusses custodial problems with administrative superior.

Establishes and maintains appropriate records; provides verbal reports, as required.

Performs related work as required.

ILLUSTRATIVE EXAMPLES OF WORK

Considerable experience in custodial work including considerable supervisory experience and experience in requisitioning activities; graduation from high school; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Considerable knowledge of cleaning methods, materials and equipment used in the cleaning of buildings and facilities.

Considerable knowledge of the operation and care of vacuum cleaners, strippers, buffing machines, mop wringers, mops, soaps, cleaning fluids, floor waxes and other materials and equipment related to the care of buildings and facilities.

Knowledge of the principles and practices of requisitioning.

Knowledge of the hazards and safety precautions involved in general custodial work.

Ability and skill to plan, schedule and supervise the work of a number of custodial workers.

Ability to instruct new employees in custodial work.

Ability to establish and maintain appropriate records and to make verbal reports.

Ability to understand and follow oral and written instructions.

Ability to establish and maintain effective working relationships with University officials, faculty, staff and subordinates.

Skill in the use and demonstration of appropriate equipment and apparatus.

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