

**DEPARTMENT:** ALL APPLICABLE  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** JULY 26, 2010

### **CUSTODIAL SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for overseeing the custodial staff of a school district. An employee in this class demonstrates proper building cleaning techniques to custodial staff and supervises the performance of same. The work is performed under general supervision allowing for the exercise of independent judgement. Direct supervision is exercised over the custodial staff of the school district. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

1. Assigns subordinates their duties on a scheduled basis;
2. Makes periodic inspections of buildings to check on general cleanliness and ensures quality performance of assigned work;
3. Maintains cleaning supply inventories and oversees distribution to cleaning staff;
4. Instructs new employees in cleaning procedures;
5. Maintains a continuous evaluation of the cleaning program;
6. Meets with vendors, evaluates new products and equipment, and makes recommendations for the purchase of cleaning supplies;
7. Reports malfunctions of lighting, heating and fire protection equipment to maintenance personnel;
8. Responds to security alarms or police calls;
9. Utilizes a computer to process work orders, check fire systems, HVAC systems, security systems and any other work activity that requires computers;
10. Maintains routine records and prepares required reports;
11. May monitor scheduling of events and coordinate any set-up activities required;
12. May be required to check and maintain the security of buildings in an area of responsibility.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of the materials, methods and practices used in cleaning and maintenance operations in buildings and grounds; good knowledge of the operation and care of cleaning and mechanical equipment; ability to understand and follow written and oral instructions; ability to plan, supervise and inspect the work of others; ability to train and instruct subordinates; ability to use computers at an acceptable rate of speed and accuracy to process work orders, check fire systems, HVAC systems, security systems and any other work activity that requires computers; ability to establish and maintain effective working relationships with subordinates and supervisors; ability to maintain routine records and prepare reports; initiative and resourcefulness; dependability; good judgment; courtesy; physical condition commensurate with the demands of the position.

#### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma and four (4) years of full-time paid experience in large-scale building cleaning and/or building maintenance work or in any of the standard mechanical or construction trades which are related to standard building maintenance, two (2) years of which must have been in a first-line supervisory capacity.