

CUSTODIAL SUPERVISOR

DEFINITION

Under general direction, supervises and directs the activities of assigned staff in the custodial building maintenance services of various City owned and operated facilities.

SUPERVISION RECEIVED/EXERCISED

Receives supervision from the Division Manager or designee. Provides first line-supervision, training, and evaluation of assigned staff.

DISTINGUISHING CHARACTERISTICS

The Custodial Supervisor classification supervises the day-to-day work activities of assigned staff engaged in providing a wide range of custodial services and minor building maintenance tasks. Depending upon assignment, the incumbent may be responsible for supervising overall multi-shift operations. This class is distinguished from Senior Custodian in that incumbents of the latter provide lead direction to a custodial crew. Incumbents may be assigned to work nights, weekends, and holidays, and may also be required to respond to call-backs after working hours.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

May include, but not limited to, the following:

Plans, schedules, supervises, and coordinates the work of assigned staff engaged in providing custodial services to maintain City buildings and facilities in a clean and orderly condition for effective use.

Ensures adherence to pertinent department rules, regulations, and procedures.

Selects, trains and evaluates the performance of assigned staff and makes hiring and disciplinary recommendations.

Inspects City facilities to ensure cleanliness and for necessary improvements or repairs; prepares inspection reports and initiates work order requests.

Assures the effective use of time, materials, and equipment; maintains time and labor distribution records.

Trains new custodial employees in cleaning techniques, including the proper use of cleansing agents and equipment, safety procedures, site security and emergency procedures.

Responds to questions and complaints from the public and/or tenants regarding custodial issues; evaluates situations, develop solutions, and notifies appropriate officials and City staff; coordinates activates with tenants and outside agencies as needed.

Inspects cleaning equipment to ensure safe operation.

Participates in cleaning projects.

Maintains inventories; orders and dispenses supplies and equipment.

May supervise and participate in the assembly, disassembly and relocation of furnishings.

Performs related duties as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Cleaning methods of all types including knowledge of latest practices, equipment and materials used for measuring and assigning custodial work and maintaining quality control.

Occupational hazards and safety precautions of custodial, pest control, and site security work.

Departmental rules, regulations, and procedures.

The principals and practices of effective supervision principles, including selection, training, work evaluation and discipline.

Skills to:

Operate a computer and related software applications.

Safely operate a motor vehicle.

Ability to:

Supervise the work of assigned staff.

Instruct and train staff in proper work methods.

Follow written and oral instructions.

Prepare clear, concise, and comprehensive records, reports, correspondence, and other written materials.

Communicate effectively both orally and in writing.

Establish and maintain effective working relationships with coworkers, management, the general public, business organizations, and contractors.

MINIMUM QUALIFICATIONS

An associate's degree from an accredited college or university; **AND** three (3) years of experience performing custodial and/or janitorial work in a commercial setting, facility and building maintenance repairs, and/or grounds maintenance repairs; one (1) year of which includes progressively responsible lead experience. Additional qualifying experience may be substituted for the required education on a year-for-year basis.

Special Requirement(s):

Depending upon assignment, eligibles certified for consideration for hire will be required to successfully pass an extensive background investigation and Department of Justice fingerprinting process before being eligible for hire.

Possession of a valid Driver's license at time of appointment. Possession of a valid California Driver's License is required within sixty (60) days of appointment.

APPROVED: _____ *Signature on File* _____ DATE: 8/18/2016
Director of Personnel Services