

## **CUSTODIAL SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory position which involves both supervising and performing the efficient, economical cleaning of office buildings as well as the maintenance of surrounding grounds. The work is performed under the general supervision of a higher level administrator allowing wide leeway for the use of independent judgement in keeping buildings up to approved standards of cleanliness. Direct supervision is exercised over the work of cleaners and grounds-keeping personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Makes repairs and inspections of buildings and grounds to ensure proper cleaning procedures;  
Inspects cleaning services performed by outside contractors;  
Checks to ensure that buildings are cleaned, locked and unlocked, and prepared for all activities;  
Supervises the cutting and trimming of lawns, shrubs and trees;  
Supervises the cleaning of snow and ice from walks and driveways;  
Supervises the maintenance of grounds maintenance equipment such as mowers, trimmers and tractors;  
Orders and maintains an inventory of supplies and equipment;  
Keeps records and makes reports on supplies and activities;  
Assists in the preparation of the annual budget for all cleaning activities;  
Interviews perspective employees and recommends the hiring of temporary and permanent employees;  
Performs various custodial and maintenance activities as necessary;  
Reports any acts of vandalism or breakage to the proper authorities.

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

Thorough knowledge of cleaning practices, supplies, and equipment;  
Working knowledge of equipment, materials and safety procedure of grounds maintenance;  
Skill in the use of cleaning equipment and tools such as vacuum cleaners, carpet shampooers, floor buffers, etc.;  
Skill in the use of grounds maintenance tools and equipment such as trimmers, mowers, snowblowers, chain saws, etc.;  
Ability to follow moderately difficult oral and written directions;  
Ability to perform and supervise all levels of cleaning duties;  
Ability to plan and supervise the work of others;  
Thoroughness;  
Dependability;  
Good judgement;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Four years of building cleaning experience.

SPECIAL REQUIREMENT: Incumbents in this position may be required to work/be on call nights, weekends and holidays.

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COMPETITIVE