

CUSTODIAN SUPERVISOR

DEFINITION

Under general direction, assigns, supervises and inspects the work of employees engaged in cleaning and maintaining of sanitary conditions of public buildings and facilities.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Supervises, schedules, and coordinates custodial and cleaning work schedules of numerous separate building locations throughout the City. Inspects City buildings for cleanliness and proper completion of custodial tasks. Responds to service inquiries and complaints from various City departments. Prepares and submits various records, log books, reports and work orders. Assists the Building Maintenance Superintendent in selection of new custodians. Conducts training in the proper use of materials and equipment, safety, and the safe handling of hazardous cleaning materials. Prepares and investigates industrial injury reports. Responsible for the security of the City Hall building; controls all building door lock keys and cleaning operating manuals. Performs other job functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

The incumbent in this journey level class is responsible for coordinating and supervising the semi-skilled manual work of employees engaged in janitorial duties in various locations throughout the city. Although supervision is the primary responsibility of an employee in this class, the incumbent also assists with the work, which requires strong technical and communication skills.

RECOMMENDED MINIMUM QUALIFICATIONS

Two years of increasingly responsible experience as a custodian and possession of the knowledge, skills and abilities listed below:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: safety procedures and methods, materials, and equipment used in janitorial work; familiarity with supervisory techniques, processes and procedures.

Ability to: coordinate and supervise the work of others; communicate effectively in English, both orally and in writing; exercise care in the use of cleaning materials and equipment; recognize and report defects in buildings and equipment; perform routine and well established work procedures without close supervision, and maintain harmonious working relationships with supervisors and fellow employees.

CHARACTERISTICS OF SUCCESSFUL PERFORMER

The successful performer is an effective motivator who encourages the development of subordinates and a team orientation to problem resolution. As an effective leader, the incumbent is safety conscious, has the ability to deal tactfully with co-workers and the public and is dedicated to providing the highest quality service to the City.

Class title established per Council Resolution No. 91-103,  
effective 12-1-91

Reviewed: 10/03, 08/08  
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