

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 5023

CUSTODIAN SUPERVISOR I

**Abolished Effective February 10, 2006**

BASIC FUNCTION

Supervise assigned personnel performing cleaning and custodial tasks.

DISTINGUISHING CHARACTERISTICS

With delegated authority, interview and recommend selection of applicants, conduct training, assign and schedule work, act upon leave requests, conduct annual performance evaluations and recommend disciplinary action. Under general direction, serve as a first-line supervisor in a custodial department.

TYPICAL WORK

Determine staffing needs of assigned buildings; analyze workloads and assign work to employees;

Assign building keys to custodial staff and maintain key security;

Maintain compliance with applicable policies and procedures;

Inspect buildings to determine cleaning needs and job assignments;

Prepare reports related to custodial services, such as building inventories and custodial procedures;

Oversee performance of special cleaning projects;

Carry pager/portable radio to maintain communications;

Ensure that power cleaning equipment is maintained in proper working order;

Identify, report and take corrective action to resolve maintenance problems; report and act upon building security, maintenance and potential safety hazards;

Evaluate, order inventory and maintain stock of custodial supplies; recommend the need for equipment;

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Maintain time reports and leave records; maintain a record of employees' job performance;

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Conduct safety meetings and train subordinates; enforce safety rules and regulations; investigate accidents and fill out accident reports;

Attend meetings and training as required;

Perform related duties as required.

MINIMUM QUALIFICATIONS

One year of experience as a Custodian Lead

OR

equivalent education/experience.

New Class: 2-07-73

Revise Title: 10-12-73

Revise Class: 11-01-81

Revise MQ: 7-2-90

Revise Class: 8/7/92