

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 5024

CUSTODIAN SUPERVISOR II

Abolished Effective February 10, 2006

BASIC FUNCTION

Supervise assigned personnel in the operation of a unit providing custodial services.

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 second-line supervisor in a custodial services department. Supervise Custodian Supervisors I, train subordinates, and perform administrative responsibilities such as recommending budget levels for supplies and equipment, staffing levels, staff training requirements, and department policies and procedures.

TYPICAL WORK

Determine staffing needs for buildings; oversee activities in assigned area of responsibility;

Recommend purchase of equipment, supplies and machinery;

Recommend projected needs for personnel, supplies and equipment;

Maintain established custodial standards of cleanliness by inspection of assigned areas of responsibility;

Assist in the development and implementation of departmental training for employees;

Assist in maintaining budget control for labor and materials;

Coordinate provision of custodial services with other departments;

Prepare a variety of reports such as analyses of custodial workloads, service requirements, and employee job performance;

Class Code: 5024

Perform the duties of Custodian Supervisor I;

Perform related duties as required.

MINIMUM QUALIFICATIONS

Three years of experience in custodial or general maintenance work, including two years of experience as a Custodian Supervisor I

OR

equivalent education/experience.

New Class: 2-07-73

Revise Code & Title: 10-12-73

Revise MQ: 10-16-75

Revise Class: 11-01-81

Revise MQ: 7-2-90

Revise Class: 8/7/92