

Specification for Class of

CUSTODIAL SUPERVISOR 1

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: Supervises a crew performing a variety of housekeeping/custodial work in a State agency/facility/institution, or is in charge of a cleaning crew of three or more.

Distinguishing Characteristics: Positions at this level must supervise or direct at least three subordinates (custodians, work release students, residents and/or inmates). When necessary, may be a working supervisor performing custodial/ housekeeping tasks.

Typical Work

Supervises, directs, and instructs Custodians, other employees, patients, residents or work release students in cleaning and housekeeping duties in buildings, apartments, rooms, offices, cottages, laboratories, work shops and other institutional and non-institutional facilities;

Schedules and assigns work to employees and resident or inmate work details; escorts students or patients to and from work details; inspects and reports areas cleaned;

Coordinates schedule of specialty crews with that of own crew;

Trains crew members in the use of equipment and proper building maintenance procedures; improves working procedures for areas under his/her control by fitting procedures to the tasks unique to the area;

Evaluates the performance of crew members against established standards and counsels them on performance; takes or recommends corrective or disciplinary action when necessary;

Interviews personnel being considered for employment and employs or makes recommendations to supervisors;

Keeps time records; in coordination with supervisors and work loads, schedules vacations for employees;

Settles employee differences relating to assignment and coworkers;

Maintains inventories and makes simple reports;

Orders custodial supplies and equipment and issues supplies to crew;

Improves supervisory techniques, knowledge of new products and equipment, safety practices and training techniques, through participation in training sessions with supervisors,

Makes rounds, checks or inspects for security purposes or to determine condition of facility and equipment and takes necessary corrective action for deficiencies;

Plans and recommends furnishings or decoration of quarters and buildings;

Directs acquisition, allotment and storage of furniture, mattresses, linens, blankets, rugs, draperies, lamps and other household items;

Keeps inventories of furnishings, supplies and equipment; prepares reports;

Keeps records of location of residents, students, patients or inmates; assigns quarters to employees; keeps records of room charges and other fees; distributes keys and obtains key deposits;

Performs other related work as required.

Knowledge and Abilities

Knowledge of: cleaning methods, safety practices, equipment and supplies used in general housekeeping work; electrical floor scrubbing and polishing equipment; techniques of employee evaluation, training and supervision.

Ability to: use household appliances and cleaning equipment; supervise employees; assign work details and organize effective work routines; follow written and oral instructions; keep records and rosters and maintain inventories; read and write at eighth grade level; prepare simple reports.

Minimum Qualifications

Completion of eighth grade.

AND

CUSTODIAL SUPERVISOR

83210

Two years of full-time experience in large-scale housekeeping, janitorial, building maintenance, or custodial work.

Note: For some positions in this class, the employing agencies may require - prior to appointment - that candidates pass an examination by a physician to determine ability to lift heavy objects (i.e., turning mattresses, moving furniture, buckets of soap solutions or water). Working from step ladders to change bulbs in areas with high ceilings is also common to jobs in this class.

New class established

Effective May 13, 1983 (Formerly Custodial Supervisor 1 (8307) and Housekeeper 2 (8322))

Revised August 15, 1986

Revises definition, distinguishing characteristics and minimum qualifications, general revision