

CUSTODIAL SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the efficient and economical cleaning of buildings and the maintenance of surrounding grounds. The work is performed under the general supervision of the higher-level administrator allowing wide leeway for the use of independent judgment in keeping buildings up to approved standards of cleanliness. Direct supervision is exercised over the work of custodians, cleaners and grounds-keeping personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Makes regular inspections of buildings and grounds to maintain proper cleaning procedures;
Inspects cleaning services performed by custodial staff;
Checks to ensure that buildings are cleaned, locked and unlocked and in readiness for all activities;
Supervises the cutting and trimming of lawns, shrubs and tress;
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 supplies and maintains inventory of supplies and equipment;
Keeps records and makes reports of supplies and activities;
Assists in the preparation of an annual budget for all cleaning activities;
Assists with cleaning and grounds maintenance activities as necessary;
Reports any acts of vandalism or breakage to 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 (e.g. vacuum cleaner, carpet shampooer, floor buffer); skill in the use of grounds maintenance tools and equipment (e.g. trimmer, mowers, snowblowers and chain saw); 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; resourcefulness; dependability; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and three years of experience in the maintenance of buildings and grounds.