

## BUILDING CUSTODIAN SUPERVISOR

NATURE OF WORK IN THIS CLASS:

Supervises and participates in building custodial and housekeeping work.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Supervises and participates in a variety of custodial and related work such as sweeping and mopping of floors; washing of windows and woodwork, dusting of shelves and furniture, disposing trash and waste materials and maintaining of grounds.

Directs the storage of supplies, tools and equipment and ensures that they are maintained and available for work projects; orders supplies, tools, and equipment as needed.

Estimates the time and material costs of work projects.

Inspects buildings and makes recommendations for major repair and alteration.

Applies and enforces safe and sanitary work practices on the job.

Implements agency policies for personnel, training and safety of subordinates.

Maintains records and prepares reports.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of the standard methods, practices, techniques, tools and equipment involved in building custodial work.

Knowledge of the hazards and safety practices of the trade.

Ability to supervise the work of others.

Ability to make decisions in accordance with appropriate guidelines.

Ability to evaluate operational effectiveness and recommend changes to improve effectiveness.

Ability to estimate the time and material costs of work projects.

Ability to apply and enforce safe and sanitary work practices on the job.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

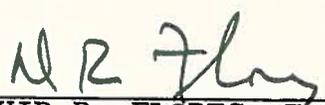
Skill in the use and care of building custodial tools and equipment.

MINIMUM EXPERIENCE AND TRAINING:

(a) Two years of experience in custodial or related cleaning work, including minor maintenance repair work; or

(b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

ESTABLISHED: JULY, 1980

  
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DAVID R. FLORES, Executive Director  
Civil Service Commission