



CUSTODIAL SUPERVISOR

SCOPE OF WORK:

Positions in this series are responsible for supervising custodial work and services required for the cleaning and maintenance of buildings, grounds, and equipment.

DUTIES PERFORMED AT ALL LEVELS:

- Supervise the maintenance, cleaning, operation, and repair of designated areas, buildings, and grounds.
- Assign, train, and evaluate employees.
- Inspect designated areas, buildings, and equipment for proper sanitation, safety, security, and necessary maintenance and improvement.
- Cooperate and/or assist with electrical, plumbing, and carpentry improvements and repairs.
- Assign equipment; orders and distribute supplies.
- Maintain required records.
- Participate in the set-up for special events.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

CUSTODIAL SUPERVISOR I

7014

GRADE F

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Perform custodial duties regularly or as needed during employee absences.
- Perform routine maintenance of cleaning equipment.
- Make minor repairs on equipment and buildings.

MINIMUM QUALIFICATIONS:

Requires graduation from high school or GED and two years of custodial experience.

CUSTODIAL SUPERVISOR II

7015

GRADE H

ADDITIONAL DUTIES PERFORMED AT THIS LEVEL:

- Supervise custodial services of a large state institution.

- Direct the work of lower level custodial supervisors and other custodial and assigned staff.
- Maintain required records and reports.
- Assist in budget preparation.
- Schedule set-up activities for special events.
- Recommend major equipment purchases.
- Perform custodial, building, and equipment maintenance and repair when necessary.

MINIMUM QUALIFICATIONS:

The appointing authority shall establish a specific additional type and amount of experience required when recruiting at this level.

Eff. Date: 10/74 – One level, class code 7015

Rev: 07/78 – Added level from Custodian III, class code 7013

Rev: 01/91 – Rewritten; administrative factoring project

Rev: 03/98 – Rewritten in current format, changed class code for level I

Rev: 07/12 – Conversion to Hay System