

## **CUSTODIAL SUPERVISOR**

### **Definition**

Under direction, supervise a variety of custodial work; organizes, directs, and supervises the cleaning of facilities by custodial staff; oversees custodial work; prepares custodial budget; maintains custodial inventories and to do related work as required.

### **Examples of Duties**

Supervise all custodial maintenance activities; schedules, assigns, directs and inspects the work of the custodians for all special event cleaning and planned cleaning of City operated facilities; prepares and implements the custodial work schedules; assists in the preparation of departmental budget; maintain accurate records and prepares required reports; prepares job performance evaluations; schedules, assign, direct, inspects, and supervises the minor maintenance work such as toilet seat replacements, toilet dispenser, and light bulb replacements for all City operated facilities; conducts custodial staff meetings and prepare minutes; oversees contractual service contracts as assigned; coordinates with the Building Maintenance Supervisor for the cleaning and/or restoration of facilities; maintains a computerized custodial inventory; orders supplies, prepares and implements inventory controls, and generates inventory related computer reports; prepares and implements custodial quality assurance standards and conducts scheduled and unscheduled inspections; establishes and implements a custodial customer service program that provides for timely feedback and custodial service correction; implements and supervises the safe use of cleaning materials and recommends required training; responds to emergency calls (stand-by) as required; complies with CAL OSHA and OSHA standards as they relate to custodial work and conducts safety meetings with custodial staff; works evenings, weekends, holidays, and shift work.

### **Employment Standards**

#### **Education and Experience**

Any combination equivalent to graduation from high school and five years experience in custodial maintenance work and three years supervisory experience.

#### **Knowledge and Abilities**

Knowledge of methods, tools, equipment, and materials used in custodial maintenance of facilities and cleaning operations; safe working practices and computer literacy with emphasis in spreadsheet preparation and formulas.

Ability to establish and implement custodial standards and cleaning methods, procedures and schedules. Schedule, supervise and train the work of the custodial staff; establish and maintain effective working relationships with others.

**License(s) and/or Certificates**

Must possess a valid California Driver's License.