

10-25-1985

CUSTODIAN SUPERVISOR, 3176  
HEAD CUSTODIAN SUPERVISOR, 3178

Summary of Duties : Supervises one or more groups of custodial employees engaged in a variety of cleaning and custodial tasks in City buildings; and does related work.

Distinguishing Features : A Custodian Supervisor is responsible for organizing the work and supervising a moderate to large group of custodial employees, including one or more Senior Custodial Services Attendants. An employee of this class, as a full-time supervisor, has the full range of supervisory responsibilities such as hiring, assigning and reviewing work, training, disciplining, and evaluating performance. A Custodian Supervisor normally does not receive close supervision.

A Head Custodian Supervisor supervises a large scale custodial operation, through a number of Custodian Supervisors. An employee of this class is responsible for coordinating a number of crews engaged in custodial work in several large buildings or many smaller buildings located over a large area of the City. Since the normal custodial work in a large public building is very routine, this employee's main responsibility is to ensure that the custodial services are carried out promptly and correctly.

Examples of Duties : Custodian Supervisor : Lays out work routines and assigns duties to subordinates engaged in a variety of cleaning and custodial tasks in City buildings; instructs and supervises subordinates in the performance of custodial duties; inspects work periodically to determine that it is properly done and that all assigned work is carried out; submits written activity and inspection reports; orders, stores, issues and keeps records of cleaning supplies; keeps time records; inspects subordinates for personal appearance;

Inspects lights, plumbing, and general condition of the building; makes or orders minor repairs and makes written reports to supervisors on conditions requiring further attention; receives notices from supervisors as to specific cleaning to be done and repairs to be made and assigns such work to subordinates; supervises the mixing of hand and floor soap; evaluates subordinates on their performance; fulfills supervisory affirmative action responsibilities as set forth in the City's Affirmative Action Program; periodically checks for fire hazards and control facilities and may give instructions in the use of fire control equipment; may have charge of starting a low pressure heating system or a ventilating system; and may act as a guard as an incidental duty.

Head Custodian Supervisor : Supervises, through subordinate supervisors, groups of crews engaged in cleaning and custodial tasks in City buildings; fulfills supervisory affirmative action

responsibilities as set forth in the City's Affirmative Action Program; responsible for investigating and making recommendations on disciplinary matters pertaining to subordinates; studies work requirements, makes assignments of duties, and orders the transfer of personnel from one crew to another; makes frequent inspections of work done by the crews; receives requests for custodial supplies from subordinates, consolidates such requests, and orders the supplies; receives orders to perform special tasks and makes assignments to perform the work; instructs subordinates on improved methods of cleaning; supervises the keeping or keeps time and other records and prepares reports; may supervise instruction of fire prevention and control; and may have charge of starting up a low pressure heating system or ventilating system.

Employees of both classes may occasionally be assigned other duties for training purposes or to meet technological changes or emergencies.

Qualifications :

<u>Knowledges :</u>	<u>Custodian Supervisor</u>	<u>Head Custodian Supervisor</u>
Cleaning methods, materials, chemicals, disinfectants, and custodial equipment and their care and maintenance requirements;	Good	Good
Safety practices as applied to custodial work;	Good	Good
Safety practices as applied to the use of ladders, scaffolds, and safety belts;	Good	Good
Principles and practices of supervision;	Good	Good
Laws and regulations relating to equal employment opportunity and affirmative action;	Good	Good
Plant protection;	General	Working
Fire prevention and control;	General	Working
Civil Service Commission Rules;	General	Working

Head  
Custodian  
Custodian

Knowledges (Cont.) :

Supervisor  
Supervisor

Memoranda of understanding as they apply  
to subordinate personnel;

General  
General

Building machinery and equipment;

General  
General

Abilities :

Understand and follow oral and written  
directions;

X  
X

Deal tactfully and effectively with other  
employees and the public;

X  
X

Plan, lay out, supervise and inspect the  
work of custodial employees;

X  
X

Train subordinates in the use of ladders,  
scaffolds, safety belts, and other safety  
practices as applied to custodial work and  
in using improved cleaning methods;

X  
X

Prepare work schedules, and clear and  
concise activity and inspection reports;

X  
X

Devise good safety procedures;

X  
X

Give clear and concise oral and written  
instructions;

X  
X

Maintain or supervise the maintenance of records of supplies and equipment, and estimate future requirements.

X  
X

Four years of experience as a Custodial Services Attendant or in a class which is at least at that level and provides custodial experience is required for Custodial Supervisor. n

Two years of experience as a Custodian Supervisor or four years as a Senior Custodial Services Attendant or in classes which are at least at those levels and which provide experience in line supervision of cleaning and custodial tasks is required for Head Custodian Supervisor. r d s

License: A valid California driver's license may be required for all classes.

Physical Requirements: Both Classes: Strength to perform average lifting up to 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight. d

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in these classes. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations. f e t

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be. e t d