

CUSTODIAN SUPERVISOR

DEFINITION

To plan, organize, direct and supervise custodial operations within the Public Works Department; and to perform a variety of technical tasks related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the assigned Manager.

Exercises direct supervision over assigned personnel.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of unit goals and objectives; establish schedules and methods for a variety of custodial care, maintenance and cleaning activities, and implement policies and procedures.

Plan, prioritize, assign, supervise and review the work of staff and contractors involved in custodial care, maintenance, cleaning, and pest control related to City buildings and related facilities.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for various custodial maintenance and cleaning activities, including capital improvement projects as appropriate, and monitor and control related expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement disciplinary procedures.

Make field inspections and review work on a regular basis; assess effectiveness of operations and performance, and make recommendations for modifications as needed.

Develop an on-going facility/custodial management plan, including monitoring of a City-wide security plan in collaboration with other City departments.

Develop and implement preventive maintenance schedules related to custodial care, maintenance and cleaning activities of City buildings and facilities.

Prepare specifications and requests for quotes/proposals related to specialized custodial services; review and approve change orders, service agreements and invoices.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Perform related duties as assigned.

### MINIMUM QUALIFICATIONS

#### Knowledge of:

Principles and practices of a full range of custodial operations in a multi-service municipal environment.

Equipment, tools and materials used in a full range of custodial operations.

Principles of supervision, training, and performance evaluations.

Principles of budget monitoring.

Principles and practices of safety management.

Pertinent local, State and Federal laws, ordinances and rules.

#### Ability to:

Organize, implement and direct a full range of custodial operations related to the City's buildings and related facilities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; intermittently walk, bend, twist or stoop while performing site inspections; perform simple grasping and fine manipulation; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

Interpret and explain pertinent City and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Establish and maintain effective working relationships with those contacted in the course of work.

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Communicate clearly and concisely, both orally and in writing.

Supervise, train and evaluate assigned staff.

Experience and Training

Experience:

Three years of increasingly responsible experience in custodial maintenance work or property management, including one year of lead responsibility.

Training:

Equivalent to the completion of the twelfth grade supplemented by college course work in building trades, facilities or property management, or a related field.

License or Certificate

Possession of a valid California driver's license.

02-29-20	Reinstated
02-25-11	Eliminated
05-12-07	
07-01-02	
07-01-98	Custodian Supervisor