

Spec. Code: 3473
Occ. Area: 08
Work Area: 026
Prob. Period: 6 mo.
Prom. Line: 177, 245, 220
Effective Date: 07/29/88

CUSTODIAL SUPERVISOR

Function of Job

Under general supervision from a designated supervisor, to supervise the work involved in the care and maintenance of buildings and grounds.

Characteristic Duties and Responsibilities

1. supervises custodial work
2. arranges and adjusts work schedules
3. makes work assignments
4. supervises preparations for public functions
5. makes minor repair orders
6. directs movement of departmental equipment
7. checks time cards
8. inspects work, buildings, and equipment
9. performs other related duties as assigned

Minimum Acceptable Qualifications

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. five years of building custodial experience, three of which were in the college or university to be served

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. knowledge of cleaning materials and practices
 2. supervisory ability
- Custodial Supervisor

(EDITED)