



Supervising Custodian

Summary

Assign, review, evaluate and participate in custodial cleaning and basic maintenance work in City facilities and adjacent grounds.

Class Characteristics

General supervision is provided by the Public Works Manager; responsibilities may include the direct or indirect supervision of support staff.

This is the first level supervisory class with the incumbent planning, directing, and reviewing the work of others in addition to performing the full range of assigned duties with a minimum of supervision.

Essential Duties, Skills, and Demands of the Position

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

Plan, assign, direct, review and evaluate the work of custodial staff; assist in the selection of staff and train them in work procedures; review work requests and orders and schedule work to be done.

Check building usage schedules to allocate set up and cleaning times; inspect work performed for conformance to standards.

Meet with vendors regarding cleaning products and equipment.

Perform the full range of custodial duties, such as: scrub, sweep, mop and polish floors; vacuum and spot clean carpets, dust and polish furniture and woodwork; empty waste receptacles and dispose of trash; wash doors, windows, walls, ceilings, blinds and furniture, polish metalwork; clean and disinfect restrooms and kitchen areas, restock restroom supplies as necessary.

Move furniture and equipment for activities and stores equipment after activities are completed; set up audiovisual equipment, chairs, tables and other equipment for meetings and stores afterwards.

Report the need for maintenance and repair; make minor repairs as required.

Close windows, turn off lights, and lock doors to secure the City facilities; clean trash from grounds surrounding buildings.

Maintain equipment and material in proper condition.

Maintain records of work performed; observe safe working practices, including maintaining storage areas in a safe condition.

Correct or report any safety or fire hazards.

Use a variety of tools, equipment, and supplies.

Report unauthorized persons and other security problems.

Deliver and pick up materials from various City offices.

Perform related duties as assigned.

Skills/Abilities:

Plan, assign, direct, review and evaluate the work of others.

Train others in work procedures.

Schedule and prioritize work.

Understand and follow written and oral instructions.

Complete assignments independently without immediate supervision.

Make minor repairs and perform basic painting of facilities.

Maintain records of work performed.

Communicate effectively both verbally and in writing.

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

Physical Demands and Work Environment:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand, walk, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, crawl; and smell. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. The employee must be able to perform heavy physical labor, including having sufficient strength to lift and carry tools and materials weighing up to 50 pounds. While performing the duties of this job the employee is occasionally exposed to outside weather conditions, wet and/or humid conditions, moving mechanical parts, fumes or airborne particles, toxic or caustic chemicals, and vibration. The noise level in the work environment may be moderate to loud depending on working conditions.

Qualifications

Knowledge of:

Supervisory principles and practices, including work planning, review, and evaluation.

Proper cleaning methods, and the safe use of cleaning materials, disinfectants, custodial tools, and equipment.

Use and minor maintenance of hand and power tools and equipment used in custodial and basic building maintenance work.

Safety practices and equipment related to the work.

Education and Experience

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education:

Equivalent to graduation from high school.

Experience:

Two years of experience in janitorial or custodial work.

Certificates/Licenses:

Possession of a valid California Class C driver's license.

Established: 03/90

Resolution #:

Revised: 06/30/06

Department: Public Works

FLSA Status: Non-exempt