

DESCRIPTION: Under general supervision, supervises assigned custodial/housekeeping employees performing cleaning services; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS: (A position is assigned to this class based on the scope and level of work performed as outlined below.)

This is the third full performance and first supervisory classification level of the Custodial/Housekeeping class series. Positions at this level focus on directing day-to-day custodial/housekeeping activities performed by assigned employees within established work policies and standards, and staffing levels. The supervisory duties must include: (1) providing documentation to support corrective and disciplinary actions, (2) signing employee performance plans and evaluations, (3) addressing informal grievances or formal grievances at the first step, and (4) starting the hiring process, interviewing applicants, and recommending hires, transfers, or promotions.

Positions can be assigned work and require possession of knowledge, skills, abilities, and other attributes expected of lower level classes of the series; but the paramount and preponderant work at this level are the supervisory responsibilities. May perform or supervise, as needed, other maintenance or manual tasks to agency operations.

EXAMPLES OF WORK: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Assigns and supervises work activities and monitors work schedules of assigned custodial/housekeeping and other employees to achieve work objectives, priorities, and completed assignments and to balance workloads and leave schedules.

Trains, guides, and counsels assigned custodial/housekeeping and other employees in work and safety practices and in the use and repair of service equipment to develop their performance capacities and ensure consistent application of policies, procedures, and standards.

Applies employee selection and performance management criteria and procedures to evaluate applicant capabilities and employee performance, to recommend personnel actions, and to record/document assessments made.

Confers with assigned custodial/housekeeping and other employees to exchange information on work problems and to identify and explain solutions, work procedures, and policies.

Inventories, orders, and issues supplies and equipment to maintain an adequate stock and control its distribution.

V82123 – CUSTODIAL SUPERVISOR (continued)

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED: (These are needed to perform the work assigned.)

Knowledge of: the guidelines and standards of commercial custodial and sanitation services; the practices of cleaning and sanitizing buildings; the hazards and safety procedures for the use of chemical cleaning agents; the techniques of building and equipment maintenance and repair; the supplies, materials, and equipment used in building custodial and sanitation services; supervisory techniques and practices.

Ability to: communicate to exchange information on work activities; issue and enforce instructions; operate, maintain, and repair commercial cleaning equipment; supervise and evaluate the work of assigned employees; instruct assigned employees in their work assignments, work methods, safety requirements, and the use of equipment; schedule and assign work areas and workloads that evenly divide work among assigned employees; documents work activities, inventory control activities, and employee attendance and performance.

MINIMUM QUALIFICATIONS: (Applicants will be screened for possession of these qualifications. Applicants who need accommodation in the selection process should request this in advance.)

Experience in providing, leading, or overseeing commercial or institutional cleaning, housekeeping, custodial, or sanitation services.

SPECIAL NOTES:

Work schedules may involve ten-hour or other extended workdays, or work during evenings and weekends.

Some positions may require incumbents to be at least 18 years of age. Some positions may require use of hazardous chemicals.

State agencies are responsible to evaluate each of their positions to determine their individual overtime eligibility status as required by the Fair Labor Standards Act (FLSA).