

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code:5010

5011

CUSTODIAL SERVICES MANAGER A/B/C

5012

Note: *The B and C levels were abolished effective 11/13/95*****

A: Abolished Effective February 10, 2006

CLASS SERIES CONCEPT

Manage a custodial services department which encompasses multiple building complexes.

BASIC FUNCTION

Manage a custodial services department; supervise assigned personnel.

DISTINGUISHING CHARACTERISTICS

With delegated authority, have responsibility for planning, organizing, executing, controlling and evaluating activities, subfunctions and functions of an organization including budget, policies, procedures and staff supervision.

The following components should be considered when allocating positions to these classes to determine the overall scope and level of responsibility of the work performed. Each component does not have to be met but rather they are assessed in totality when deciding if a position is best described by the A, B, or C level.

	<u>SIZE OF STAFF</u>	<u>SUPERVISION EXERCISED</u>	<u>SQUARE FEET MAINTAINED</u>
"A" level:	50 or fewer FTE	1st Line or 2nd Line	less than 1,000,000
"B" level:	51 to 125 FTE	2nd Line or 3rd Line	1,000,001 to 2,500,000
"C" level:	More than 125 FTE	2nd Line or 3rd Line	More than 2,500,000

Note: *The B and C level were abolished effective 11/13/95*****

TYPICAL WORK

Plan, develop and direct the activity of a custodial services department; provide custodial services to campus buildings and facilities as required;

Analyze needs for staffing, equipment and supplies and develop department budget;

Establish and implement department policy and procedures; evaluate custodial service programs to ensure efficient operation; establish work standards; develop and implement department training programs;

Ensure compliance with safety regulations;

Establish standards for, and approve purchases of supplies and equipment;

Develop and implement procedures to maintain building security;

Coordinate special requests for custodial services and security needs with faculty/student groups and administration;

May participate in a campus recycling program;

Perform related duties as required.

MINIMUM QUALIFICATIONS

CUSTODIAL SERVICES MANAGER A - Four years of custodial or general maintenance work which includes two years of experience as a Custodian Supervisor I

OR

equivalent education/experience.

~~CUSTODIAL SERVICES MANAGER B - One year of experience as a Custodian Manager A~~

~~OR~~

~~equivalent education/experience.~~

~~CUSTODIAL SERVICES MANAGER C - Two years of experience as a Custodian Manager B~~

~~OR~~

~~equivalent education/experience.~~

Class Code: 5010, 5011, 5012

New Class (A/B): 2-07-73

New Class (C): 6-15-73

Revise Classes (A/B/C): 11-01-81

Revise MQ: 7-2-90

Revise Class: 8-7-92

Abolish Class 5011: 11-13-95

Abolish Class 5012: 11-13-95