

HIGHER EDUCATION PERSONNEL BOARD

Specification for Class

Class Code: 5235

MAINTENANCE CUSTODIAN SUPERVISOR
Abolished Effective February 10, 2006

BASIC FUNCTION

Supervise assigned personnel performing custodial and general maintenance work.

DISTINGUISHING CHARACTERISTICS

Supervise assigned personnel. This is a first-line supervisory class.

TYPICAL WORK

With delegated authority, interview and recommend selection of applicants, train new employees, assign and schedule work, act upon leave requests, conduct annual performance evaluations and recommend disciplinary action;

Maintain time reports and leave records;

Make periodic inspections of buildings to determine custodial, maintenance services accomplished and required; make reports related to building plant services;

Order and maintain stock of supplies and issue to subordinates;

Responsible for all equipment and tools to assure that they are maintain in proper working order;

Lock and unlock buildings; secure building when facilities are not in use by checking for unlocked doors, window; report any unauthorized occupants;

Occasionally drive light trucks, vans and other mobile equipment;

May supervise general grounds maintenance;

Perform related duties as required.

MINIMUM QUALIFICATIONS

One year of experience as a Maintenance Custodian Lead, or equivalent.

Equivalent education/experience will substitute for all minimum qualifications except when there are legal requirements, such as a license/certification/registration.

New Class: 5-17-73
Revise Title: 10-12-73
Revise Class: 11-01-81
Revise MQ: 7-2-90