

Specification for Class of

CUSTODIAL SUPERVISOR 2

Abolished Initially Effective January 13, 2006

Abolished Final Effective February 10, 2006

Definition: (a) Supervises at least two Custodial Supervisors 1; or (b) supervises the total custodial/housekeeping program for a State agency/facility/ institution, servicing a total square footage area of up to 300,000 square feet, with ten or more subordinates (Custodians, work release students, residents and/or inmates).

Typical Work

Supervises and instructs subordinates in the care, cleaning and upkeep of institutional offices, living quarters, buildings, cottages, wards, apartments, laboratories, workshops and other institutional and noninstitutional facilities;

Instructs employees in approved cleaning practices and methods; oversees the training and supervision of students or patients performing housekeeping tasks;

Supervises crews of custodians, residents, students, patients or inmates working in a group of State buildings on a single shift;

Schedules floor crews between buildings;

Trains crew supervisors in supervisory techniques, new product and equipment use;

Evaluates the performance of crew supervisors and reviews their performance evaluations of their crew members;

Evaluates the total work of crews against established standards and counsels them on performance;

Operates a safety program by training supervisors in safety and maintains a follow-up program on accidents and safety prevention techniques;

Participates in or makes selection of new employees;

Assigns employees to crews in order to maximize the most use of employee skills;

Schedules employee vacations in coordination with supervisors and workloads; maintains records, prepares reports as required;

Meets with vendors to learn about new products, makes product tests, and makes recommendations about appropriate types of supplies to order;

Through inventory methods, provides for the necessary supplies for crews supervised;

Ensures that equipment is properly maintained;

Maintains good relations with staff, general public and employees served;

Establishes the location of various collection points, collection schedules, records and quality control operations relating to material recycling programs, including necessary contacts with recycling vendors;

Plans and recommends furnishings or decoration of quarters and buildings;

Directs acquisition, allotment and storage of furniture, mattresses, linens, blankets, rugs, draperies, lamps and other household items;

Keeps records of residents' location; assigns quarters to employees; keeps records of room charges and other fees; distributes keys and obtains key deposits;

Makes rounds, checks or inspects for security purposes or to determine condition of facility and equipment and takes necessary corrective action for deficiencies;

May be a working supervisor performing custodial tasks, when required;

Performs other related work as required.

Knowledge and Abilities

Knowledge of: methods, practices, equipment and supplies used in large-scale housekeeping work.

Ability to: supervise employees and student or patient work details in performing large-scale housekeeping duties; schedule and assign work details; organize and establish effective working methods and routines; maintain cooperative working relationships with employees and staff; keep records and rosters and maintain inventories; follow written and oral instructions; read and write at eighth grade level; prepare reports.

Minimum Qualifications

Completion of eighth grade.

AND

(CONTINUED)

One year of full-time experience supervising or directing others in a largescale housekeeping, janitorial, building maintenance or custodial work.

Note: For some positions in this class, the employing agencies may require--prior to appointment--that candidates pass an examination by a physician to determine ability to lift heavy objects (i.e., turning mattresses, moving furniture, buckets of soap solution or water). Working from step ladders to change bulbs in areas with high ceilings is also common to jobs in this class.

New class

Established effective May 13, 1983, (Formerly Housekeeper 3 (8324)

Revised July 11, 1986

Revises minimum qualifications

Revised August 15, 1986

Revises minimum qualifications