

Specification for Class of

CUSTODIAL SUPERVISOR 3

**Abolished Initially Effective January 13, 2006**

**Abolished Final Effective February 10, 2006**

Definition: (a) Supervises at least four Custodial Supervisors 1; or (b) supervises the total custodial/housekeeping program for a State agency/facility/ institution servicing a total square footage area exceeding 300,000 square feet, with at least fifteen subordinates (Custodians, residents, work release students and/or inmates) including two or more Custodial Supervisors 1; or, (c) in the Department of Corrections, supervises the complete custodial program for McNeil Island Corrections Center.

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 non-institutional 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 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: supervisory techniques including efficient utilization of personnel, equipment and supplies; types of cleaning equipment and supplies used in large-scale housekeeping work; institutional policies, organization and patient care practices.

Ability to: plan, coordinate and supervise work of custodial crews; develop procedures to meet operating needs; deal effectively with associates, subordinates and public; train and evaluate performance of supervisors; maintain inventory and other records and prepare accurate reports as required; coordinate housekeeping function with other staff members and other functions; follow written and oral instructions; read and write at eighth grade level; provide guidance for the assignment of patients, students or inmates to work details.

Minimum Qualifications

Completion of eighth grade.

AND

Two years of full-time experience supervising or directing others in large-scale 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 solutions 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 Custodial Supervisor 2 (8309) and Housekeeper 4 (8326)

Revised minimum qualifications: July 11, 1986