CLASS TITLE: Director of Custodial Services

CHARACTERISTICS OF THE CLASS: Under direction, manages and directs custodial services and general maintenance operations for Chicago Public Library facilities, and performs related duties as required.

ESSENTIAL DUTIES: Directs a custodial and general maintenance program to ensure the cleanliness of library facilities; oversees custodian staff responsible for providing custodial services including emptying and removing trash, sweeping and mopping floors, vacuuming and cleaning carpets, dusting and spot cleaning walls, shelves and furniture, and cleaning restrooms; directs exterior and grounds cleaning activities including snow removal and power washing of sidewalks; works with supervisory personnel to schedule periodic floor and carpet care programs; oversees the distribution and inventory of supplies for custodial services; establishes standards and procedures, and determines manpower and material requirements for the uniform cleaning of library facilities; meets with library managers to schedule large scale custodial projects and to resolve complaints relating to cleaning work performed by subordinates or contractual personnel; works with the appropriate personnel to develop requests for proposals for vendors providing contractual custodial services including window washing and pest control; works with management in developing training programs for custodial staff in the area of cleaning operations, equipment operation and safety practices; oversees staff responsible for conducting unannounced site visits to assess the quality of cleanliness of library facilities.

RELATED DUTIES: Meets with manufacturers' representatives concerning the operating efficiency of custodial equipment and makes purchasing recommendations based on product cost and quality; works with various operating departments to coordinate and expedite emergency repairs to library facilities.

MINIMUM QUALIFICATIONS:

Training and Experience. Five years of progressively responsible building maintenance experience, including three years of supervisory experience, or an equivalent combination of training and experience.
Knowledge, Abilities and Skill.

Considerable knowledge of professional cleaning and janitorial techniques. Considerable knowledge of the chemicals and tools used in cleaning and maintaining large office facilities. Considerable knowledge of the safety techniques in handling custodial supplies and equipment.

Ability to manage and direct the activities of large custodial operations. Ability to establish and implement standards for custodial services. Ability to oversee the implementation of safety and training guidelines used in cleaning large facilities.

Considerable skill in directing custodial operations. Good management skills. Good oral and written communication skills.

Working Conditions. General office environment.

Equipment. Standard office equipment.

NOTE: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.

March, 1999