CLASS TITLE: Superintendent of Custodial Workers

CHARACTERISTICS OF THE CLASS: Under direction, plans, directs and coordinates the activities of Custodial Workers and Foremen of Custodial Workers engaged in cleaning and maintaining City buildings and grounds; and performs related duties as required.

ESSENTIAL DUTIES: Plans and coordinates cleaning and custodial activities of staff engaged in cleaning City buildings and grounds; conducts inspections to evaluate work performance; performs cleaning surveys of buildings to determine manpower and material requirements; prepares work schedules and assigns personnel to shifts to meet maintenance needs; evaluates methods of operation and makes recommendations to improve cleaning procedures; monitors inventory and reviews requisitions for materials and equipment; authorizes time sheets and attendance records; reviews and evaluates daily productivity reports; meets and confers with occupants of facilities to resolve complaints regarding custodial services; coordinates and conducts training of custodial staff; prepares work reports including inventory, productivity and manpower reports.

RELATED DUTIES: Performs custodial work as needed; trains new staff as required; performs various physical tasks related to the essential duties.

MINIMUM QUALIFICATIONS:

Training and Experience. Three years of progressively responsible building maintenance experience including one year of supervisory experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Considerable knowledge of the methods of building cleaning, housekeeping and grounds maintenance. Considerable knowledge of the proper use of custodial supplies. Considerable knowledge of the proper operation of power-driven equipment and hand tools.

Ability to plan, coordinate and evaluate the work of custodial staff. Ability to determine staffing and material needs. Ability to access multi-level facilities.

Considerable skill in the application of custodial work practices. Good oral and written communication skills.
CLASS TITLE: **Superintendent of Custodial Workers (Cont'd)**

**Working Conditions.** Inside: Unavoidable exposure to fumes, dust and noise. Outside: Unavoidable exposure to inclement weather.

**Equipment:** Power-driven cleaning equipment and 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.