

## **CUSTODIAL SUPERVISOR**

Code No: 5-03-004

COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a supervisory position in a large school district involving responsibility for overseeing the repair and maintenance work of a large crew assigned to school buildings and the school grounds. Employees of this class are responsible for the staffing, scheduling and review of work through building inspections for all cleaning personnel, skilled tradesmen and mechanics. Work is performed under general supervision from the Director of Buildings and Grounds or school administrator. General supervision is exercised over Head Custodians, Custodians, Cleaners, Laborers and Skilled Workers. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed.)

Inspects school buildings, grounds and playing fields for cleanliness and participates in fire code and insurance inspections;

Inspects roadways, parking lots and sidewalks in the winter for snow and ice removal and reports to the Superintendent of Buildings and Grounds;

Interviews, trains, evaluates and assigns work to custodial employees;

Contacts private contractors for work performed unsatisfactorily;

Assists the Superintendent in setting standards for work performance;

Reports building conditions to the Director;

Places orders for custodial suppliers and maintains inventory records throughout the school year;

Monitors energy usage and recommends changes for efficiency;

Assists in the preparation of operating budget with the Director;

Evaluates products and equipment and recommends for purchase;

Attends staff meetings and provides input to develop and implement minimum standards for maintenance and programs for equipment and building preventative maintenance;

Performs payroll/personnel tasks for the department including the recommendation of staff changes and disciplinary actions to the Director;

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of school building cleaning, maintenance and sanitary methods; good knowledge of cleaning equipment and supplies; good knowledge of preventative maintenance on buildings and equipment; good knowledge of the ventilating,

heating, electrical, and security systems in school buildings; good knowledge of grounds maintenance; working knowledge of budget preparation; ability to interview, train, and evaluate the work of a large crew; ability to maintain an inventory and place orders with suppliers; ability to prepare progress reports and reports of building condition; ability to communicate effectively both verbally and in writing; ability to establish and maintain effective working relationships with others; dependability; initiative; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of an equivalency diploma, plus four (4) years full-time or its part-time equivalent experience involving cleaning or custodial responsibilities, two (2) years of which shall have involved the supervision of cleaning and maintenance crews.

**NOTE:** Additional experience cannot be substituted for the education requirement.

**SPECIAL REQUIREMENTS:** Depending on the position duties, candidates for employment with the Monroe County Government will be required to pass a pre-employment drug test.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**REVISED:** February 27, 1986