



Custodial Manager I

Salary Group: A12

Class Code: 8021

<u>CLASS TITLE</u>	<u>CLASS CODE</u>	<u>SALARY GROUP</u>	<u>SALARY RANGE</u>
CUSTODIAL MANAGER I	8021	A12	\$27,840 - \$43,798
CUSTODIAL MANAGER II	8023	A14	\$31,144 - \$49,134
CUSTODIAL MANAGER III	8025	A16	\$34,918 - \$55,130

GENERAL DESCRIPTION

Performs moderately complex (journey-level) custodial supervisory work. Work involves supervising custodial staff, preparing reports of work activities, and conducting inspections of buildings and facilities. Supervises the work of others. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Supervises the performance of general custodial functions such as sweeping, mopping, and dusting of restrooms, offices, and other facilities; the cleaning of office furniture, walls, light fixtures, windows, and floors; and the emptying of trash.

Inspects buildings and facilities for cleanliness, completed work, and needed repairs.

Prepares reports of work activities.

Maintains records related to inspections, maintenance, personnel, and budgets.

Assists in coordinating cleaning, maintenance, and minor construction projects.

May requisition and distribute supplies and equipment, and maintain records of supplies used.

May assist in interviewing and selecting custodial staff.

May prepare budgets for staff, equipment, and supplies.

Supervises the work of others.

Performs related work as assigned.

GENERAL QUALIFICATION GUIDELINES

EXPERIENCE AND EDUCATION

Experience in custodial work. Graduation from a standard senior high school or equivalent is generally preferred. Experience and education may be substituted for one another.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of cleaning techniques and procedures, and of inventory control principles and methods.

Skill in the use of custodial materials and chemicals; and in the operation of custodial equipment.

Ability to inspect work areas, prepare reports, and to supervise the work of others.