



# Custodial Manager

CLASS TITLE	CLASS CODE	SALARY GROUP	SALARY RANGE
CUSTODIAL MANAGER I	8021	A13	\$35,439 - \$52,388
CUSTODIAL MANAGER II	8023	A15	\$38,976 - \$58,045
CUSTODIAL MANAGER III	8025	A17	\$42,976 - \$64,469

## GENERAL DESCRIPTION

Performs custodial supervisory work involving preparing reports of work activities and conducting inspections of buildings, facilities, and the surrounding premises.

## DISTINGUISHING CHARACTERISTICS

The Custodial Manager job classification series is intended for those employees who supervise and participate in daily custodial work. Although employees may directly perform some cleaning work, they should be doing supervisory related work the majority of their time. Distinctions between levels may depend on a variety of factors including the size of the workgroup being supervised; complexity of work performed by the workgroup; scope of responsibility, oversight, and authority; years of experience; and the type and size of supervised building or facility.

## EXAMPLES OF WORK PERFORMED

Performs, plans, assigns, and supervises general custodial functions such as sweeping, mopping, and dusting of restrooms, offices, and other areas within buildings and 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.

Selects the most suitable cleaning materials for different types of furniture, flooring, and surfaces.

Plans, prepares, and approves employee work schedules; reviews and approves leave requests, performs performance management, and prepares reports of work activities. Maintains records related to inspections, maintenance, personnel, and budgets.

Inventories stock to ensure that supplies and equipment are available in adequate amounts.

Checks and maintains equipment to ensure that it is in working order.

Instructs staff in work policies and procedures, and the use and maintenance of cleaning materials, chemicals, and equipment.

Performs related work as assigned.

## DESCRIPTION OF LEVELS

*Examples of work and descriptions are meant to progress through the levels. For example, an employee at level III may also perform work listed within the previous levels and may coordinate or oversee that work.*

**CUSTODIAL MANAGER I:** Performs moderately complex (journey-level) custodial supervisory work. Employees at this level may have little or no supervisory experience and may be responsible for smaller workgroups. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment.

**CUSTODIAL MANAGER II:** Performs complex (journey-level) custodial supervisory work. Works under general supervision, with moderate latitude for the use of initiative and independent judgment. Employees starting at this level typically have supervisory experience or experience performing as a team lead or in a similar capacity. Employees at this level may:

- Coordinate minor construction projects.
- Requisition and distribute supplies and equipment and maintain records of supplies used.
- Track expenditures for department.

**CUSTODIAL MANAGER III:** Performs highly complex (senior-level) custodial supervisory work. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Employees may:

- Interview and select custodial staff.
- Prepare budgets for staff, equipment, and supplies.
- Participate in the development and implementation of standard operating procedures for custodial work.
- Participate in planning and coordinating training programs.
- Perform long-range planning and management of the department.
- Help implement safety and infection control programs.
- Lead custodial activities associated with an agency's disaster response.

## 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**

### **For all levels**

- Knowledge of cleaning techniques and procedures and inventory control principles and methods.
- Skill in the use of custodial materials and chemicals and the operation of custodial equipment.
- Ability to inspect work areas, to prepare reports, and to coordinate and supervise the work of others.