



Custodial Manager II

Salary Group: A14

Class Code: 8023

<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 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 general supervision, with moderate 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.

Coordinates cleaning, maintenance, and minor construction projects.

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

Prepares reports of work activities.

Requisitions and distributes supplies and equipment, and maintains records of supplies used.

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

May interview and select custodial staff.

May prepare budgets for staff, equipment, and supplies.

May assist in developing and implementing standard operating procedures for custodial work.

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, to prepare reports, and to supervise the work of others.