



Custodial Manager III

Salary Group: A16

Class Code: 8025

| <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 highly complex (senior-level) custodial supervisory work. Work involves supervising custodial staff, scheduling and assigning work, preparing reports of work activities, and conducting inspections of buildings and facilities. Supervises the work of others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment.

EXAMPLES OF WORK PERFORMED

Plans, assigns, and 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 and/or performs inspections of buildings and facilities for cleanliness, completed work, and needed repairs.

Coordinates and/or performs the requisition and distribution of supplies and equipment, and reviews records of supplies used.

Coordinates and/or oversees cleaning, maintenance, and minor construction projects.

Prepares and/or reviews reports of work activities.

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

Interviews and selects custodial staff.

Prepares budgets for staff, equipment, and supplies.

May develop and implement 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 and maintenance of custodial equipment.

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