

Custodian Supervisor

University of California, Los Angeles
May, 1973

Class Specifications - G.35
Custodian Supervisor - 5112
Assistant Custodian Supervisor - 5113

SERIES CONCEPT

Custodian and Assistant Custodian Supervisors have supervisory responsibilities during an assigned shift for one or more groups of Senior Custodians and Custodians in the performance of cleaning, housekeeping and/or general maintenance duties; and perform other related duties as required.

Incumbents typically schedule, assign and coordinate the work of one or more groups of Senior Custodians and Custodians during an entire work shift with responsibility for designating station or area assignments; orient, train and/or assist Senior Custodians in determining duties, utilizing materials and equipment, developing work methods, and in interpreting rules and regulations; have responsibility for ordering, issuing and/or storing of custodial material and equipment; have security responsibility for one or more areas during an assigned shift; evaluate the work of Senior Custodians and Custodians; and make routine maintenance inspections. Incumbents may in addition perform the duties of a Senior Custodian during relief or emergency periods.

Classes in the Custodian and Assistant Custodian Supervisor series are distinguished from classes in the Principal and Senior Custodian Supervisor series by the limited nature and lesser scope of supervisory responsibilities. Custodian and Assistant Custodian Supervisors perform supervisory duties in specified operational areas within a campus division during an assigned shift. Principal and Senior Custodian Supervisors typically coordinate all custodial cleaning, housekeeping and general maintenance operations during one or more shifts in one or more of the following campus divisions: Physical Plant, Hospital and Residence Halls.

The Custodian and Assistant Custodian Supervisor series consists of two levels, with the distinction between levels based on the nature of the assigned duties, the type of custodial operation, the number of employees supervised, and the degree of independence exercised in the performance of supervisory and related functions.

CLASS CONCEPTS

Custodian Supervisor

Under general supervision, incumbents typically have supervisory responsibility for approximately 15 or more full-time-equivalent Senior Custodians and Custodians in a campus custodial operation.

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Incumbents may supervise one or more Assistant Custodian Supervisors in addition to performing the range of duties outlined in the Series Concept.

Assistant Custodian Supervisor

Under supervision, incumbents typically have supervisory responsibility for approximately 5 or more full-time-equivalent Senior Custodians and Custodians in a campus custodial operation, and perform duties as outlined in the Series Concept.

MINIMUM QUALIFICATIONS

Custodian Supervisor

Ability to read, write, perform basic arithmetic calculations and three years of custodial experience including one year of supervisory experience; or an equivalent combination of education and experience.

Assistant Custodian Supervisor

Ability to read, write, perform basic arithmetic calculations and two years of custodial experience; or an equivalent combination of education and experience.