

Custodian Supervisor

University of California, Los Angeles
May, 1973

Class Specifications - G.35
Principal Custodian Supervisor - 5110
Senior Custodian Supervisor - 5111

SERIES CONCEPT

Principal and Senior Custodian Supervisors supervise Custodian and Assistant Custodian Supervisors and Custodians and coordinate custodial operations during one or more shifts in one or more of the following campus divisions: Physical Plant, Hospital and Residence Halls; and perform other related duties as required.

Incumbents typically hire, train, promote, evaluate, and discipline custodial employees; develop, coordinate and evaluate training standards and procedures for custodial personnel; develop work standards and assignments for custodial operations; test cleaning materials and building supplies; make inspections of work performed by Custodians and by Custodian and Assistant Custodian Supervisors for quality control and related purposes; have responsibility for the ordering, issuing and/or storing of custodial material and equipment in one or more campus divisions; assist in the preparation of budgets for custodial operations; and assist in contract negotiations with outside agencies. Incumbents may act as liaison between the division and other divisions, departments and/or outside agencies; and may assist the Superintendent of Grounds and Buildings, General Services Manager (Hospital and Clinics) and/or other designated management personnel as required.

Classes in the Custodian Supervisor series are distinguished from classes in the Superintendent of Grounds and Buildings series in that incumbents perform full supervisory duties and coordinate all phases of custodial operations in one or more campus divisions during one or more shifts without the final responsibility for planning, organizing, directing and administering the total campus custodial operation.

The Principal and Senior Custodian Supervisor series consists of two levels, with the distinction between levels based on the nature, scope and complexity of the custodial operation, the degree of involvement in planning, organizing, directing and/or administering of a campus custodial operation, the number of employees supervised, and the degree of independence exercised in the performance of supervisory and coordinating functions.

CLASS CONCEPTS

Principal Custodian Supervisor

Under direction, incumbents typically have full supervisory responsibility for approximately 75 or more full-time-equivalent employees. Incumbents may supervise one or more Senior Custodian Supervisors,

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depending on the nature, scope and complexity of the custodial operation, in addition to performing the duties outlined in the Series Concept.

Senior Custodian Supervisor

Under direction, incumbents typically have full supervisory responsibility for approximately 40 or more full-time-equivalent employees including Custodian and Assistant Custodian Supervisors and Custodian personnel, in addition to performing the duties outlined in the Series Concept.

MINIMUM QUALIFICATIONS

Principal Custodian Supervisor

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

Senior Custodian Supervisor

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