CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

CLASS TITLE: Custodial Work Supervisor

MAJOR AGENCIES: County Offices, Universities

CODE: 42113C

JURISDICTION: Cnty., Univ.

AUG 0 2 1987

FUNCTION: Under general supervision from housekeeping manager or other administrative supervisor, supervises custodial workers engaged in providing care, cleaning & maintenance of buildings, furniture & fixtures; -PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	52-72	Has authority to hire, transfer, suspend, lay off, recall, promote, discharge, assign, reward or discipline other public employees (i.e., custodial worker &/or custodial work coordinator); to responsibly direct them; to adjust their grievances; or to effectively recommend such action, with all of preceding requiring independent judgment.	Knowledge of (1) employee training & development*, (2) supervision*, (3) custodial safety practices; skill in (4) operation of cleaning equipment; ability to (5) add, subtract, multiply & divide whole numbers, (6) establish friendly atmosphere as supervisor of work unit.
2	28-48	Cleans furniture, walls, windows, floors, fixtures & equipment; removes trash; removes snow & ice from walkways; makes minor repairs to equipment & furniture.	Knowledge of 3; skill in 4; ability to 5, (7) lift up to 100 pounds.

(250)

123:1-7-17

*Developed after employment

UNUSUAL WORKING CONDITIONS:
May be exposed to dangerous patients.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
Ability to add, subtract, multiply & divide whole numbers & to read & write common vocabulary plus: 400 hrs. training in operation of cleaning equipment (or 4 mos. exp); or equivalent.

TRAINING & DEVELOPMENT:

FORM ADM-4134

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