

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the custodial care and cleanliness of school or office buildings. The work is performed under general direction with considerable latitude permitted for the exercise of independent judgment in planning and carrying out assignments. Supervision is exercised over a number of workers assigned to the custodial staff.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Supervises and assigns custodial staff to their duties and reviews their work;

Assists in developing specifications for security and cleaning contracts;

Makes frequent inspections of buildings to check on general cleanliness and the work of subordinates;

Monitors work of security and cleaning contractors and maintains records on same;

Maintains inventory of files on new equipment, location and moves of equipment;

Cooperates with security personnel in maintaining the security of the buildings;

May monitor scheduling of events and coordinate any set up activities required;

Coordinates with other administrative personnel in setting up for special functions;

May issue and maintain control over all keys for buildings;

As assigned, checks the operation of lighting, heating and fire protection equipment and reports defects to maintenance personnel;

May coordinate facilities support for evening classes or activities;

Trains new employees in custodial work;

Maintains and updates physical space inventories;

May perform temporary or emergency repairs on equipment.

Maintains records and makes oral and written reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

TERISTICS: Thorough knowledge of building cleaning practices, supplies and equipment and the ability to use them economically and efficiently; ability to plan, assign and supervise the work of others; ability to evaluate cleaning materials, waxes and other supplies; ability to understand and carry out oral and written instructions; ability to keep records and prepare reports; thoroughness; and dependability.

MINIMUM QUALIFICATIONS: Either:

- (A) Possession of an Associate's Degree in Engineering Technology or similar field and one year of experience in building cleaning or janitorial work, which shall have been in a supervisory capacity; or
- (B) Three (3) years of experience in building cleaning or janitorial work, at least one year of which shall have been in a supervisory capacity; or
- (C) An equivalent combination of training and experience.

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: 7/9/02
Jurisdictional Class: Competitive
Public Hearing: N/A
NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 1/27/2023
Revised and Replaced in Classplan: 1/8/2025 (Edu)