

**GENERAL STATEMENT OF DUTIES:** Has responsible charge of the custodial and cleaning staff. Oversees the district wide cleaning program. Does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is a working supervisory position involving responsibility for the efficient and economical cleaning of all buildings. The work is performed under general supervision allowing some leeway for the independent judgment in keeping up to approved standards of cleanliness and operation. Immediate supervision is exercised over the work of subordinate cleaning or maintenance personnel.

**EXAMPLES OF WORK: (ILLUSTRATIVE ONLY)**

- Makes regular inspection of buildings and grounds to maintain proper cleaning procedures and makes recommendations for improvements or new equipment;
- Obtains pricing quotes for supplies and equipment;
- Plans for and assists in the setup for a wide range of activities in and around the campus;
- Maintains records for supplies and equipment;
- Reports any acts of vandalism or breakage to the proper authority;
- Trains and works with sub-cleaners as needed;
- Maintains an active list of overtime needs and fills as needed;
- Plans summer work schedule as needed;
- Maintains regulatory documents ie; (SDS Sheets)

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** Good knowledge of building cleaning practices, supplies and equipment and ability to use them efficiently and economically; working knowledge of the operation and maintenance of steam boiler equipment; ability to make minor plumbing , electrical, carpentry, and mechanical repairs and to perform a variety of routine maintenance tasks; ability to follow oral and written directions; willingness to do custodial and other manual tasks; thoroughness; dependability; good physical condition.

**ACCEPTABLE TRAINING AND EXPERIENCE:**

- (a)** Graduation from high school or possession of a high school equivalency diploma; **and**
- (b)** One year of building cleaning or maintenance experience; **or**
- (c)** Any equivalent combination of experience and training.

**PROMOTION:** One year of permanent service as Custodian.

**OPEN COMPETITIVE:** One year of experience in building cleaning and maintenance work **or** one year experience in any of the standard mechanical or construction trades; or any equivalent combination of experience and training.

**CLASS: COMPETITIVE**

**REVIEWED / REVISED: 5/2016**