

CITY OF COLLEGE PARK, MARYLAND

CLASS SPECIFICATION

CLASS TITLE: CUSTODIAL SUPERVISOR

FLSA Status: Nonexempt

GENERAL CLASS DESCRIPTION: Positions in this classification supervise the janitorial and general maintenance activities for City buildings. Work includes inspecting assigned buildings to identify needed janitorial and general maintenance work. Assigns, supervises and reviews the work of janitorial and general maintenance workers; and engages in maintenance and janitorial work as required. Reports to the Public Works Supervisor.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.

- Supervises janitorial and custodial workers engaged in the care and cleaning of assigned buildings. Assigns, supervises, and reviews work, providing guidance and practical assistance as needed.
- Responds to questions, issues and complaints raised by building inhabitants. Resolves or coordinates the resolution of service and maintenance requests.
- Supervises set-up and breakdown of meeting rooms as required, arranging and re-arranging furniture and equipment as necessary.
- Coordinates cleaning work performed by outside contractors on assigned buildings if required. Coordinates purchasing of necessary cleaning and maintenance supplies.

Coordinates cleaning work with the Maintenance Mechanic if necessary in order to avoid disruption of City services and departmental activities.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS.

Technical Knowledge:

- General knowledge of the procedures, techniques and supplies used to clean and maintain buildings.
- General knowledge of safety practices for lifting, and performing assigned maintenance work.
- General knowledge of the principles of supervision.

Physical Requirements:

- Ability to bend, stoop, lift and move equipment and furniture in the performance of custodial and maintenance duties.
- Ability to perform manual labor; to use various cleaning supplies and equipment.

CUSTODIAL SUPERVISOR

Language Ability & Interpersonal Communications:

- Ability to read and understand labels on cleaning chemicals and other work related supplies; and to read and understand operating manuals for assigned equipment.
- Ability to communicate effectively with building inhabitants about janitorial and maintenance operations.
- Ability to communicate effectively with subordinates regarding work assignments and duties.
- Ability to prepare and/or follow oral and written instructions.

Environmental Adaptability

- Work is performed primarily indoors and requires exposure to cleaning chemicals and supplies.

ACCEPTABLE TRAINING AND EXPERIENCE

Requires graduation from high school or equivalent with 3 - 4 years of experience performing custodial, janitorial or general maintenance work, some in a supervisory capacity; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities.

Additional Requirements: Valid driver's license.

College Park is an Equal Opportunity Employer. In compliance with the American with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.