

STATE OF SOUTH DAKOTA CLASS SPECIFICATION

Class Title: Custodial Services Supervisor I

Class Code: 80132

Pay Grade: GE

A. Purpose:

Supervises and assists in the cleaning and general maintenance of state buildings to maintain sanitary conditions and enhance the appearance of the buildings.

B. Distinguishing Feature:

The Custodial Services Supervisor I is responsible for a group of custodial workers and custodial crew leaders. Depending on the size of the facility being served, the incumbent may be assigned full responsibility for the custodial services at the facility.

C. Functions:

(These are examples only; any one position may not include all of the listed examples nor do the listed examples include all functions which may be found in positions of this class.)

1. Supervises subordinates to ensure all facilities meet sanitary regulations and enhance the appearance of the facility.
 - a. Arranges schedules.
 - b. Assigns work areas.
 - c. Inspects work.
 - d. Interviews, hires, trains, disciplines and conducts performance appraisals.
2. Orders and maintains an inventory of cleaning supplies to ensure cleaning supplies are available at all times and that expenditures do not exceed the budgeted amount.
3. Recommends replacement of equipment, materials and tools to ensure items are available when needed.
4. Reports building or equipment repair needs to the proper authority to prevent further damage or costly repairs.
5. Supervises preparation and clean up for special events to ensure that the needs of the event are met.
 - a. Rearranges work schedules.
 - b. Assigns additional duties as needed.
6. Assists in the cleaning of buildings by dusting, scrubbing and waxing floors, vacuuming carpets and washing windows and walls.
7. Performs other work as assigned.

D. Reporting Relationships:

The incumbent supervises custodial workers who scrub and wax floors, shampoo carpets, clean windows, sweep floors, clean bathrooms and fixtures, shovel snow, dust furniture, wash walls and remove trash from buildings.

E. Challenges and Problems:

Challenges facing the Custodial Services Supervisor I are arranging a schedule for subordinates that include weekend and evening hours in order to get the assigned areas cleaned; training employees in effective and efficient cleaning methods; and arranging work schedules to compensate for absent employees and special events. Problems facing the incumbent are ensuring that subordinates come to work on time and perform their assigned duties; and resolving complaints received regarding the subordinates' assigned work areas.

F. Decision-making Authority:

Decisions made by the incumbent are setting schedules for subordinates; designating work areas for subordinates; selecting the best time to perform major cleaning projects; ordering cleaning supplies; determining if subordinates' work meets an acceptable standard; and approving or disapproving leave requests.

Decisions referred to a higher authority are equipment purchases, transferring of a subordinate, or assistance in disciplining a subordinate.

G. Contact with Others:

The incumbent meets weekly with the supervisor to receive special assignments and to discuss any problems that need to be resolved; has daily contact with subordinates to give instructions and monitor their work; and depending on the shift assignment, regular contact with staff, residents, students and the public in the course of conducting custodial services.

H. Working Conditions:

Hazards facing the Custodial Services Supervisor I are slipping on wet floors; falling from ladders; possible back strain from lifting and moving heavy equipment, trash and furniture; and exposure to chemicals used to clean and disinfect. Incumbents employed at an institution work around residents who become hostile or violent.

I. Knowledge, Skills, and Abilities:

Knowledge of:

- techniques of custodial work; and
- proper use of cleaning equipment and supplies.

Ability to:

- establish and maintain effective supervisory relationships;
- plan and schedule work;
- operate and repair cleaning equipment; and
- keep records.