

CITY OF DALY CITY
JOB SPECIFICATION

CUSTODIAL SERVICES SUPERVISOR

DEFINITION

Under general direction from the Public Works Maintenance Supervisor, plans, directs, and supervises the day-to-day work of assigned personnel within the Custodial Section of the Public Works Department; and perform related work as required.

EXAMPLES OF DUTIES

Prepares the detailed planning, scheduling, and organization of the work of assigned personnel; implement regular technical training programs including proper safety performance; inspect the work of assigned personnel to see that work is done properly and expeditiously; personally perform inspections of City facilities to ensure an appropriate standard of custodial service is provided; coordinates the ordering of custodial products and maintains product inventory; confers with Public Works Supervisor on significant procedural deviations or personnel matters; prepares cost estimates as required; assists in the preparation of annual budgets, including capital improvements; assists in projecting personnel, equipment, and material needs; responds to service requests, opens and completes work orders; maintains records concerning Material Safety Data Sheets (MSDS), custodial equipment repairs, safety and training meetings, and the condition of the buildings maintained; makes recommendations for improvements, additions, alterations and repairs, and may inspect work performed by outside contractors; evaluates the work of assigned personnel, prepares employee performance evaluations, counsels employees, recommends disciplinary actions and commendations; conducts training on equipment operation, care, cleaning and maintenance; and general safety and work site safety; advises on safety precautions and instructs personnel in the technical aspects of work performed; responds to inquiries and complaints pertaining to the work of the Custodial Services Section as directed. May be assigned to any work shift schedule.

MINIMUM QUALIFICATIONS

Knowledge of: Practical application of supervisory principles and practices including effectively maintaining a work environment that is free of discrimination and harassment; elements of work scheduling; labor and material cost estimating for custodial projects; basic recordkeeping and budget procedures; standard safety procedures; methods, materials, chemicals, and equipment used in the custodial

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maintenance of buildings; State and Federal requirements for safety labeling and proper storage of chemicals.

Ability to: Effectively supervise, schedule, train, and direct the work of assigned personnel; follow oral and written directions; prepare clear and accurate reports; prepare and maintain records; maintain inventory control, be available in an emergency for night and weekend work; operate and maintain all types of specialized equipment used in the custodial maintenance of public buildings; perform skilled and semi-skilled tasks; organize and direct custodial maintenance projects; establish and maintain preventative maintenance programs; analyze situations effectively and develop appropriate solutions to correct problem areas or make recommendations on corrective actions, communicate with various personnel, including personnel from other City Departments, communicate clearly and concisely, both verbally and in writing including the use of computer systems and e-mail as needed, to perform one's assignments, interact positively and cooperatively with co-workers, respond politely to customers, work as a team member, function under demanding time pressures, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis.

Experience: Five years of increasingly responsible experience in performing semi-skilled work in custodial maintenance of commercial buildings or offices; at least two years of which was served in a supervisory capacity.

Education: Graduation from high school or equivalent. Associate of Arts Degree or higher in related field highly desirable.

Physical Requirements: Moderate and sometimes strenuous exertion required, including sustained walking, standing, bending, kneeling, crawling, climbing, and lifting. Works in adverse weather conditions from time to time. May be exposed to dirt, noise, uneven surfaces, and/or extreme heat or cold when in the field, and may be required to sit for long periods of time using a keyboard and mouse.

License: Possession of a valid Class C California Driver's License.

R: 10/2012