

SUPERVISING CUSTODIAN

DEFINITION

Under direction, provides day-to-day supervision of assigned staff responsible for janitorial and general maintenance duties in a court of appeal; performs related work as assigned.

CLASS CHARACTERISTICS

This is the supervisory-level class of the Custodian series. Incumbents are responsible for supervising assigned staff, with effective authority for their selection, retention, and training and development with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees.

EXAMPLES OF DUTIES (*illustrative only*)

- Plans, organizes, assigns, supervises, reviews, and evaluates the work of assigned staff.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Assures cleaning of offices, chambers, court rooms, conference rooms, libraries, and other court occupied space, including dusting, emptying trash cans, sweeping, mopping, vacuuming, and polishing desks, railings, and elevator railings.
- Ensures restrooms and hallways are cleaned.
- Responds to cleaning requests from court staff members; ensures appropriate action is taken.
- Coordinates moving chambers office furniture and furnishings as requested.
- Ensures replacement and cleaning of fluorescent lighting and air conditioning vents.
- Ensures cleaning of inside windows and venetian blinds; vacuuming drapes.
- Oversees spotting and shampooing of carpet; ensures safe operation of machinery to strip and wax floors.
- Coordinates minor building and equipment repair and maintenance such as painting, checking and cleaning exterior building drains, replacing pads and brushes on cleaning equipment, etc.; ensures assembly of furniture and equipment (such as shelving).
- May be required to use vehicle to pick up and/or deliver small quantities of cleaning and other related supplies and move office equipment and furniture for the court.

WORKING CONDITIONS

- Wear specified safety equipment.
- Must be available to work evenings and overtime.

QUALIFICATIONS

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, performance review and evaluation, and employee training and discipline.
- General personnel and employment policies and practices.
- Methods, chemicals, disinfectant, and other materials used in janitorial work and routine building maintenance.
- Safe operation of a variety of cleaning equipment and tools.
- Basic office practices and procedures.

Ability to:

- Plan, organize, supervise, review, and evaluate the work of others.
- Use initiative and independent judgment within policy guidelines.
- Organize, prioritize, and coordinate multiple work activities and meet critical deadlines.
- Train others in policies and procedures related to work.
- Develop and implement goals, objectives, policies, procedures, and work standards.
- Interpret, explain, and apply requirements, rules, and regulations related to work situations.
- Understand and follow oral and written directions.
- Safely operate a variety of cleaning equipment and tools.
- Lift and move equipment, boxes, furniture, etc. weighing up to 50 pounds.
- Comply with health and safety codes.
- Organize own work, set priorities, and meet critical deadlines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Licenses and Certificates:

May require possession of a valid California driver's license.

Education and Experience:

One year of experience supervising janitorial and general maintenance work.

OR

One year of experience as a lead custodian in the judicial branch.