

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, including their selection, retention, training and development, and with responsibility for day-to-day supervision, evaluation, motivation, and discipline of employees.

EXAMPLES OF DUTIES (*illustrative only*)

- Plans, organizes, and supervises a comprehensive program of custodial maintenance to accomplish and maintain a high degree of cleanliness and sanitation in and around work areas and buildings.
- Recommends selection of staff; trains staff and provides for their professional development; administers discipline as required.
- Ensures cleaning of court-occupied spaces, including but not limited to courtrooms, chambers, libraries, and office spaces; empties trash cans, dusts, sweeps, mops, vacuums, scrubs, strips and waxes floors, and polishes various surfaces; disinfects and sanitizes restrooms, break rooms, kitchen areas, and drinking fountains; restocks supplies.
- Ensures restrooms and hallways are cleaned.
- Responds to cleaning requests; takes appropriate action.
- Coordinates moving and/or assembling office furniture, equipment, and furnishings (such as shelving) as necessary.
- Ensures replacement and cleaning of light bulbs and cleans fixtures as necessary; cleans air conditioning vents and replaces filters.
- Ensures cleaning of windows and window coverings; vacuums drapes.
- Oversees spot cleaning, shampooing, and extracting carpets; operates machinery to strip and wax floors.
- Coordinates minor building and equipment repair and maintenance including but not limited to painting and replacing pads and brushes on cleaning equipment.
- Ensures cleaning and maintenance of assigned exterior areas, including parking spaces, exterior building drains, and water features; cleans exterior trash; oversees or performs light landscaping duties, including mowing, edging, seasonal cleanup, and operating landscaping machinery such as leaf blowers, as needed.

- May be required to use a vehicle to pick up and/or deliver small quantities of cleaning and other related supplies and move office equipment and furniture for the court.
- In judicial branch–managed facilities, obtains and maintains Safety Data Sheets.

WORKING CONDITIONS

The California appellate courts are equal opportunity employers. The California appellate courts comply with obligations under the law to provide equal opportunities to qualified individuals with disabilities.

Heavy work: Incumbents generally work in an environment with adequate light and temperature. May occasionally exert up to 100 pounds of force, and/or 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects. Positions in this class typically require sitting, walking, reaching, standing, climbing, grasping, repetitive motions, pushing, pulling, lifting, kneeling, crouching, crawling, stooping, seeing, hearing, and talking. There may be exposure to heights, fumes, noxious odors, dust, mist, gasses, poor ventilation, confined/restricted working environments, and loud noise.

Must be available to work outside of normal business hours. Must wear specified personal protective equipment.

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 for safe use of chemicals, disinfectants, and other materials used in janitorial work and routine building maintenance.
- Safe operation of a variety of cleaning equipment and tools.
- Principles and practices of work safety.
- Simple arithmetic and differentiating between liquid and dry measures.

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.
- Develop and implement goals, objectives, procedures, and work standards.
- Train others in policies and procedures related to work.
- 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.
- Comply with health and safety codes.
- Follow proper safety protocols and procedures in the handling, storage, and disposal of various materials.
- Organize own work, set priorities, and meet critical deadlines.
- Communicate clearly.
- 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 (1) year of experience supervising janitorial and general maintenance work. *Additional directly related experience and/or education may be substituted on a year-for-year basis.*

OR

One (1) year of experience as a Lead Custodian OR two (2) years as a Custodian with the judicial branch.