

CLASS SPECIFICATION
SAN DIEGO CITY CIVIL SERVICE COMMISSION
SUPERVISING CUSTODIAN

DEFINITION:

Under direction, to supervise, plan and inspect the work of skilled custodians engaged in the cleaning of City buildings or assigned facilities; and to perform related work.

* **EXAMPLES OF DUTIES:**

- Assigns, schedules, and coordinates a variety of custodial cleaning services;
- Directs and evaluates the quality of cleaning, dusting, and polishing operations;
- Makes inspections of work in process and upon completion;
- Trains new employees in proper use of custodial methods, cleaning supplies, and equipment;
- Demonstrates job safety methods;
- Reports malfunctioning of utilities and electrical fixtures;
- Maintains inventory of supplies;
- Requisitions supplies and equipment;
- Directs the moving of office furniture, equipment, and microphone systems for social events;
- Secures buildings for fire safety and burglary prevention;
- Provides public information at various City locations and facilities;
- Prepares and maintains productivity, labor cost accounting, and attendance records;
- Reports lost or damaged articles and equipment;
- Writes monthly reports on the status of equipment and furnishings available;
- Determines whether the need for personal services may be performed when requested;
- Drives to and from job sites;
- Evaluates the work performance of subordinates;
- Acts in the supervisor's absence.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Announcement for updated minimum qualifications.

Two years of experience performing a variety of skilled janitorial, custodial, and/or domestic maintenance work which must include a minimum of one year of supervisory or crew leading experience. A maximum of six months domestic maintenance experience will be accepted toward the experience requirement. Possession of a valid California Class C Driver's License.

- * **EXAMPLES OF DUTIES** performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.