

**CLASS SPECIFICATION  
Custodial Supervisor II**

FLSA Status: Exempt  
EEOC Job Category: Officials and Administrators  
Union Representation: Unrepresented

**GENERAL PURPOSE**

Under direction, plans, organizes, coordinates and supervises the work of day and weekend shift custodial personnel engaged in the cleaning and arranging of District buildings, facilities and materials; plans, coordinates and supervises the set-up for meetings and special events; and performs related duties as assigned.

**DISTINGUISHING CHARACTERISTICS**

Custodial Supervisor II is the second-level supervisor class in the custodial class series. An incumbent has District-wide responsibility for planning, coordinating and evaluating the work and performance of custodial personnel assigned to day and weekend shifts, as well as coordinating and supervising the set-up of facilities and meeting rooms for special events. Duties and responsibilities are carried out with considerable independence within the framework of established policies, procedures and guidelines.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plans, organizes, supervises and evaluates the work of assigned staff; develops, implements and monitors work plans to achieve assigned objectives; participates in developing, implementing and evaluating work processes, systems and procedures to achieve department and District goals and objectives.
2. Plans and evaluates the performance of assigned staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement; recommends compensation and provides other rewards to recognize performance; subject to management concurrence, takes disciplinary action, up to and including termination, to address performance deficiencies, in accordance with the District's classified human resources policies and labor contract provisions.
3. Provides day-to-day leadership and works with staff to ensure a high performance, customer service-oriented work environment which supports achieving District objectives and service expectations; provides leadership and participates in programs and activities that promote a positive employee relations environment.
4. Plans, coordinates, inspects, supervises and evaluates the custodial operations of assigned day and weekend shift custodial personnel engaged in the cleaning of District buildings and facilities; assigns

work orders to staff and inspects for completion; inspects and evaluates work being performed, identifies problem areas and directs remedial action to be taken; coordinates assigned functions with other District departments and staff.

5. Confers with the Plant Manager regularly regarding daily custodial activities, the resolution and improvement of customer services and maximization of productivity; responds to management, administration and staff complaints and inquiries regarding District custodial operations.
6. Coordinates, organizes and supervises the set-up of District facilities for meetings and special events; prepares monthly, weekly and daily plans to ensure high quality customer service; find solutions to accommodate short-notice events; schedules and assigns employees to work overtime for special events.
7. Meets with vendors to evaluate and test supplies and materials used in custodial services; recommends the acquisition of supplies, materials and equipment; researches new methods and techniques and recommends their application; purchases or orders supplies as needed.
8. Prepares and maintains a variety of records, logs and reports.

#### **OTHER DUTIES**

1. Provides backup for other custodial staff as needed.
2. Answers and responds to emergency radio calls as needed.

#### **QUALIFICATIONS**

##### **Knowledge of:**

1. Methods, techniques, equipment, supplies and materials typically used in custodial operations.
2. Codes and regulations applicable to assigned areas of responsibility.
3. Safety requirements, methods and techniques pertaining to the work.
4. Location and nature of all assigned campus facilities.
5. Principles and practices of effective customer service.
6. Principles and practices of sound business communication.
7. Principles and practices of effective supervision.
8. District classified human resources policies and procedures and labor contract provisions.

##### **Ability to:**

1. Plan, organize, supervise, assign, inspect and evaluate the performance of custodial personnel.
2. Develop and implement work standards.
3. Estimate time and material costs of custodial activities.

4. Demonstrate the proper techniques used in custodial operations.
5. Read, interpret and apply rules, regulations, policies, procedures and other written materials pertaining to custodial operations.
6. Analyze situations and take appropriate action.
7. Communicate clearly and effectively, both orally and in writing.
8. Prepare clear, concise and comprehensive correspondence, reports and other written materials.
9. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
10. Exercise tact and diplomacy in dealing with sensitive and complex issues and situations.
11. Establish and maintain effective working relationships with District management, administrators, faculty, staff, vendors, the public and others encountered in the course of work.

**Education, Training and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; and four years of experience in the cleaning and maintenance of buildings and facilities, at least one of which was in a lead capacity; or an equivalent combination of training and experience.

**Licenses; Certificates; Special Requirements:**

A valid California driver's license and the ability to maintain insurability under the District's vehicle insurance policy.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

While performing the duties of this class, an employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms. The employee frequently is required to stand and talk or hear; walk; sit; climb or balance; stoop, kneel, crouch or crawl. The employee must regularly lift and/or move up to 50 pounds, and occasionally up to 100 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus vision.

**Mental Demands**

While performing the duties of this class, an employee is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use shop math; observe and interpret situations; learn and apply new information or

new skills; work under deadlines with constant interruptions; and interact with District management, administrators, faculty, staff, vendors, the public and others encountered in the course of work.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet. The employee may occasionally be required to work in outside conditions, exposed to wet and/or humid conditions, where the noise level may be loud.