

ISSUED: **3/13, 5/97**  
6/92 & 3/88

TITLE: Custodial Supervisor

SALARY  
SCHEDULE:

CLASS  
CODE: 7M702

UNION: 517-M

SALARY  
GRADE: \_\_\_\_\_

EEO  
CODE: 70

FLSA: Non-Exempt

E-  
CLASS: 7M

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## **POSITION PURPOSE**

Supervise and train custodial employees engaged in the cleaning of University classrooms, offices and buildings throughout campus. Responsible for scheduling and utilization of resources to achieve given goals and objectives and provide technical guidance and assistance as necessary.

## **ESSENTIAL JOB FUNCTIONS**

- Assign and oversee the work of custodial employees engaged in cleaning and maintaining University physical plant, buildings and offices.. Direct the efforts of workers to sweep, mop, scrub, disinfect, refinish surfaces and polish floor; conduct quality inspections of subordinates' work to ensure facilities are properly maintained; instruct on special conditions or projects which need attention; relay information or requests from building occupants to staff; motivate workers. As required, supervise snow removal operation and provide minor maintenance services.
- Train employees in the proper use of cleaning equipment and supplies. Instruct new employees on methods, procedures and policies; tour assigned area with employee and indicate duties and responsibilities within each area; provide on-the-job training and review to employees; operate cleaning machines and equipment and mix cleaning solutions to provide workers with instruction on its use and upkeep; guide new staff through daily routine to assure understanding of duties. Provide remedial training and/or instruction on new supplies and equipment as necessary; explain and enforce safety regulations.
- Instruct, counsel, advise and interpret University policies, procedures and work rules for employees. Address and settle grievances as necessary; promote healthy work relationships; recommend appropriate personnel actions, e.g. termination, transfer, promotion, etc. of staff to management; conduct performance evaluations, discipline and training of subordinate personnel. Alert employees of attendance policies and assure enforcement.
- Coordinate special projects within work area. Alert proper University personnel of work to be completed and its impact, if any, on other work in the area; coordinate and arrange for cleaning services to be provided with a minimum of interference and so as not to inconvenience University operations, staff, students and visitors as possible. Prepare accurate estimates of labor, material and equipment costs for daily janitorial services and special projects.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

- Maintain time records for assigned staff. Approve vacation time so as to allow for adequate coverage of work area; assign project and relief staff to handle assigned areas for absent employees and work on projects; monitor completion of staff's daily assignments and progress toward completing projects; recommend changes as necessary. Inventory and order cleaning supplies and equipment for use by staff; maintain records; supervise trash collection and removal to disposal area; may supervise operation of compactor.
- All Custodial Supervisors considered to be "Essential Personnel," and are required to report during a university emergency closure period.
- Other duties as assigned.

### **MINIMUM QUALIFICATIONS**

- High school graduate or equivalent combination of education and/or experience.
- Possession and maintenance of valid Michigan vehicle operator's license and satisfactory driving record as determined by University policy.
- Ability to transport and use heavy cleaning equipment.
- Ability to follow and give instructions.
- Ability to perform mathematical computations to estimate needs and costs and mix cleaning agents.
- Ability to determine manpower requirements and productivity levels.
- Ability to transport, use and maintain the full range of custodial supplies and equipment, including brooms, mops, sponges, buckets of water, vacuums, buffers, automatic scrubbers, electric sweepers, dust pans, ladders, toxic cleaning agents, etc.; ability to train personnel in the proper use and maintenance of same.
- Ability to access cleaning surfaces which may be at any height from ground level to ceiling and at any angle.
- Ability to work in varying environmental and possibly hazardous working conditions utilizing the appropriate precautions to ensure safety of self and others.
- Reasonable supervisory experience.
- Considerable custodial experience and knowledge.
- Must obtain security clearance.