

**BOARD OF REGENTS
STATE OF IOWA
REGENT MERIT SYSTEM**

Class Title: Supervisor, Custodian Services

Class Code: 5711

Pay Grade: 108

GENERAL CLASS DESCRIPTION:

Under general supervision, coordinates, supervises, inspects results, and is responsible for the work activities of custodians in accordance with established guidelines.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Interviews and effectively recommends hiring, evaluates employee performance, and effectively recommends disciplinary actions, promotions, merit increases, and termination.
2. Develops work schedules and directs the daily work routine of custodial employees.
3. Trains and orients new employees; conducts formal training sessions to improve employee knowledge and skills.
4. Schedules and approves vacation of employees; conducts formal training sessions to improve employee knowledge and skills.
5. Inspects all areas of assignment and completes inspection reports.
6. Evaluates, tests, and recommends new supplies and equipment.
7. Coordinates relocation of furniture and equipment and movement to and from repair shops and storage.
8. Oversees assembly and delivery of new equipment and removal of equipment from inventory.
9. Coordinates and oversees custodial functions that meet various specialized departmental needs using specialized knowledge of requirements for environmental conditions, linen requirements, medical records, proper decontamination procedures, etc.

The tasks listed under the heading of Characteristic Duties and Responsibilities are examples of the variety and general nature of duties performed by employees in positions allocated in the class. The list is descriptive only and should be used for no other purpose. It is not intended that any position include every duty listed, nor is it intended that related duties cannot be required.

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10. Maintains inventory of linen and record of linen laundering; maintains inventory of custodial supplies, and keep and prepares other records and reports as directed.
11. Assists in planning procedures and work methods and revises or recommends revisions to improve efficiency of operations and services.
12. Is responsible for reporting damage and other irregularities requiring attention or repair.
13. Acts upon requests and complaints from departments related to custodial services.

KNOWLEDGES, SKILLS AND ABILITIES:

1. Knowledge of standard cleaning techniques and characteristics of surfaces to be cleaned, and equipment and supplies required.
2. Ability to move furniture and objects in preparation for cleaning; to load and unload trash receptacles; to operate, properly care for and make minor repairs on power machinery; to use arm muscles in hand cleaning, mopping, and scrubbing for protracted periods of time; to work on ladders.
3. Knowledge of the use of chemical cleaning agents and possible hazards relating to environmental sanitation.
4. Ability to communicate effectively with students, faculty, staff and general public.
5. Ability to supervise, train and motivate employees.
6. Ability to understand and maintain routine records and complete reports, such as employee attendance and performance evaluations, production and supplies inventory.
7. Ability to accept or reject work results for conformance with requirements and to work productively in an inspection program.
8. Knowledge of aseptic cleaning techniques in a healthcare environment to prevent nosocomial infections.

MINIMUM ELIGIBILITY REQUIREMENTS:

Two years of custodial experience or related building and facilities maintenance, including supervisory experience for a minimum of six months; supervision to include assigning daily work activities, inspecting and monitoring quality of work, and scheduling and coordinating work activities.

REVISION EFFECTIVE:

July 1, 1990

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