THE CITY UNIVERSITY OF NEW YORK  
Classified Civil Service Position Description

Title  Principal Custodial Supervisor
Title Code  80561
FLSA Status  Exempt
Date Issued  3/08/03

General Duties and Responsibilities

Under general direction, performs executive work of a highly difficult and responsible nature in connection with cleaning, operating and maintaining of college buildings and their immediate grounds; reforms related work.

General Work Tasks

− Is responsible for managing and coordinating the custodial work in and around a large higher educational facility or a major auxiliary campus of a college.
− Develops operating procedures.
− Estimates building, personnel and material requirements.
− Prepares budget estimates and reports.
− May adapt standards covering custodial services to his facility.
− May serve in a liaison capacity between the Administrative Superintendent of Buildings and Grounds and the Supervising Custodial Foreman in a college which has a number of campuses.
− Assists in the preparation of contracts for services.
− Establishes policies and prepares required reports.
− Receives complaints and directs corrective action with respect to buildings and grounds maintenance.

Qualification Requirements

High school or evidence of having passed as examination for a high school equivalency diploma or United States Armed Forces G.E.D. certificate with a score of at least 35 on each of the five tests and on overall score of at least 225 in the examination for the diploma or certificate and

1. Ten years of experience in the cleaning, operating and maintaining of large buildings (a) five years of which shall have been as a supervisor employees, such as Custodial Foremen, who were responsible for the cleaning, operating, and maintaining of large buildings or building complexes or; (b) two years of which shall have been high level administrative experience in the management and/or operation and maintenance of large buildings or building complexes; or

2. A satisfactory equivalent combination of education and experience, however, high school graduation or the acceptable educational equivalency as described above is required.

Each year completed satisfactorily at an accredited college will be considered the equivalent of two years of the general experience listed in (1) above. A college major in a field related to plant management will be considered the equivalent of one year of the supervisory experience listed in (1a) above.

Direct Lines of Promotion

From:  Assistant Principal Custodial Supervisor  To:  None