Title  EOC Custodial Supervisor
Title Code  04864  Annual (Full-Time)
FLSA Status  Non-Exempt
Date Issued  April 2, 2007

General Duties and Responsibilities

Under supervision, performs work of ordinary difficulty and responsibility in CUNY’s Educational Opportunity Centers (EOC). Supervises cleaning and maintenance of buildings, their furnishings and their immediate grounds.

There is one Assignment Level for this position. All personnel perform related work. This specification describes typical assignments; related duties may be assigned as needed.

Qualification Requirements

Completion of an eighth grade education and three years of full-time experience in the cleaning and maintenance of a building.

- Additional education above the eighth grade may be substituted on a year for year basis for up to two years of the required work experience. However, all candidates must possess a minimum of one (1) year of full-time work experience as described above.

- Part-time experience of at least 20 hours per week may be prorated and credited instead of, but not in addition to, full-time experience during the same period.

Demonstrated English language proficiency (ability to speak, read, write, and understand English well enough to meet job requirements).

By the completion of the probationary period, demonstrated competency in supervising employees.

Direct Lines of Promotion

From:  EOC Custodial Assistant (04863)  To:  None.
General Work Tasks

On an assigned tour of duty, supervises a small- to medium-sized group of employees, principally cleaners, engaged in cleaning and maintaining EOC buildings and their furnishings. This involves such tasks as sweeping, dusting, scrubbing, polishing, washing, shampooing carpets, cleaning sidewalks and walkways of dirt, debris and snow, gathering and disposing of refuse in accordance with New York City recycling regulations, operating elevators, moving school furniture, and mowing and caring for lawns.

- Inspects work of subordinates to insure maximum efficiency, economy and quality of work.
- Prepares work schedules utilizing college systems for scheduling and/or timekeeping.
- Stores and issues supplies.
- Trains or arranges for training of new employees.
- Monitors and evaluates employee performance in keeping with CUNY guidelines.
- Maintains records and prepares required reports.
- Oversees the use and maintenance of cleaning equipment such as compactors, extractors, buffing machines, vacuum cleaners, etc.
- May perform minor maintenance work such as replacing light bulbs.
- Ensures all appropriate safety procedures are observed in the performance of tasks.
- Directs the use of ladders in the performance of assigned tasks in compliance with all safety regulations.