THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title  Assistant Principal Custodial Supervisor
Title Code  80560
FLSA Status  Exempt
Date Issued  March 8, 2003

General Duties and Responsibilities

Under general supervision, performs work of a highly difficult and responsible nature in the supervision of the cleaning and maintaining of college buildings and their immediate ground; performs related work.

General Work Tasks

− Is responsible for the custodial work at a college entailing supervision of a large group of subordinate employees; oversees senior custodial foremen, custodial foemen, cleaners, laborers, elevator operators, watchmen and other comparable employees engaged in cleaning and maintaining college buildings, involving such tasks as sweeping, dusting, machine scrubbing, mopping, polishing, gathering and disposing of refuse, operating a heating plant, care of landscaped areas and providing elevator service.

− Inspect buildings to note general condition and necessity for repairs.

− Inspects work of subordinates to insure maximum efficiency, economy and quality of work.

− Requisitions, stores and issues supplies.

− Trains or arranges for training of new employees.

− Prepares work schedules.

− Maintains records and prepares required reports.

− Responsible for receiving and removing equipment.

Qualification Requirements

1. Graduation from a senior high school and six (6) years of experience in the cleaning and maintaining of a large building, two (2) years of which shall have been in a supervisory capacity; or

2. A satisfactory equivalent.

Direct Lines of Promotion

FROM:  Senior Custodial Foreman  TO:  None