THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title Senior Custodial Supervisor
Title Code 80535
FLSA Status Non-Exempt
Date Issued 3/08/03

General Duties and Responsibilities

Under general direction, performs work of moderate difficulty and responsibility in the supervision of the cleaning and maintaining of college buildings and their immediate grounds; reforms related work.

General Work Tasks

− In colleges, on an assigned tour of duty, is responsible for supervising a large group of subordinate employees; oversees custodial foremen, cleaners, elevator operators, laborers, watchmen, and other comparable employees engaged in cleaning and maintaining college buildings, entailing such tasks as sweeping, dusting, machine scrubbing, polishing, mopping, cleaning sidewalks, moving school furniture, gathering and disposing of refuse, operating heating plant, care of landscape areas and providing elevator service.

− 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 elementary school and four (4) years of experience in the cleaning and maintenance of a large building, one (1) year of which has been in a supervisory capacity; or

2. A satisfactory equivalent.

NOTE:

Direct Lines of Promotion

FROM: Senior Custodial Supervisor TO: Assistant Principal Custodial Supervisor