

CITY OF BURBANK

CUSTODIAL SUPERVISOR

DEFINITION

Under direction, to plan, organize, direct, and supervise custodial staff, and to do related work as required.

ESSENTIAL FUNCTIONS

Plans, supervises, and directs custodial staff; establishes assignments, schedules, staffing levels and quality standards; performs quality control inspections on a frequent basis; interacts with customer representatives, evaluates and responds to customer feedback; prepares and administers the custodial section budget, written reports, policies, procedures, specifications, and contracts for custodial services; oversees supplies and equipment inventories; coordinates with other departments on civic, public and special functions including furniture set ups; coordinates and supervises the City Council mail delivery and other special delivery needs; supervises the security of City facilities; makes recommendations regarding hiring, promotions, and transfers; recommends disciplinary action as needed, up to and including termination; trains and evaluates employees; conducts safety meetings and enforces safety regulations; drives on City business. This position is subject to a security background investigation.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of – custodial cleaning methods, materials, and equipment; the principals of personnel management; computers and computer applications pertaining to general office work such as, but not limited to word processing and spread sheet applications.
- Ability to – assign and utilize staff; determine needs for building maintenance, train, supervise and evaluate the work of others; monitor contract performance; prepare cost estimates and comprehensive reports; recommend and initiate personnel actions including disciplinary actions; communicate effectively orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to high school graduation or equivalent and five years responsible supervisory experience in the custodial field.

License & Certificates: A valid California Class “C” driver’s license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

Desirable Qualifications: Completion of courses in supervision and/or management. Willingness to work non-standard work shifts.