

CITY OF REDWOOD CITY

Custodial Services Supervisor

DEFINITION

Under the direction of the Parks, Recreation and Community Services Manager, this position will supervise the Maintenance Custodial Services Section of the Parks, Recreation and Community Services Department. The incumbent plans, organizes and supervises the Maintenance Custodial Services Program.

SUPEVISION RECEIVED AND EXERCISED

General supervision is provided by the Superintendent or other delegated manager.

Responsibilities include direct and indirect supervision of the Maintenance Custodial Services Section, including maintenance custodial staff and part-time personnel.

EXAMPLES OF DUTIES – Duties may include, but not limited to the following:

1. Plan, direct and supervise the work of custodial personnel within the Parks, Recreation and Community Services Department.
2. Review work and program needs, schedule personnel and equipment in accordance with job requirements.
3. Evaluate work progress, resolve work problems and determine additional needs on an ongoing basis.
4. Plan, supervise and evaluate the work of independent and/or general contractors as assigned.
5. Collect and analyze information; complete and maintain a variety of records and reports.
6. Prepare requisitions for materials and supplies; assist in preparing equipment, programs and job specifications.
7. Assist in the preparation of the section budget for review by the Manager.
8. Assist in the hiring of custodial staff.
9. Supervise, train and evaluate the work of personnel.
10. Collect analyze and maintain a variety of records, contracts, agreements and policy manuals pertaining to assigned functions and programs.
11. Implement principles and practices of program administration including budgeting, purchasing and personnel management.
12. Oversee, coordinate and implement safe work procedures for assigned work units or section.

**CITY OF REDWOOD CITY
CUSTODIAL SERVICES SUPERVISOR (Continued)**

OTHER JOB RELATED DUTIES

1. Keep abreast of current trends/developments in the custodial services industry.
2. Perform related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles, practices, methods, materials and equipment used in the delivery of the custodial services program.

Principles and practices of supervision, budgeting and personnel management.

Procedures for requisitions and purchasing of necessary materials and supplies.

Proper and effective use of chemicals and cleaning solutions.

Basic methods, materials, tools and equipment used in minor building maintenance.

Basic carpentry, electrical and plumbing techniques.

Regulatory laws applicable to work environment, i.e. Americans with Disabilities Act, SB 198, Proposition 65, safety and health regulations.

Hazards and accepted safety precautions for departmental facilities and programs.

Principles of human resources, labor relations, participative management and employee involvement.

Customer services principles and how they relate to the diverse community.

Ability to:

Plan, direct and supervise the work of employees in the Custodial Services Section.

Organize and implement day-to-day work activities of custodial services program.

Understand and carry out both oral and written instructions in an independent manner.

Communicate clearly and concisely, both orally and in writing.

Prepare and maintain a variety of records, reports and manuals.

Read, analyze and interpret building and construction plans and specifications as it relates to custodial services.

Communicate and coordinate with the diverse workforce, both within the department and with other departments and agencies.

Assist in the hiring of full and part-time employees

Supervise, train and evaluate full and part-time employees.

**CITY OF REDWOOD CITY
CUSTODIAL SERVICES SUPERVISOR (Continued)**

Establish, maintain and foster positive and harmonious working relationships with those contacted in the course of work.

Skills to:

Operate computers, word processing and programs for custodial management.

Operate a motor vehicle safely.

Physical Characteristics:

Essential duties require the following physical abilities and work environment:

Ability to work in a standard office environment with the ability to travel to different locations as needed.

Ability to work and evening or night shift schedule as required.

Experience and Training Guidelines:

Any combination of experience and training that would provide the required knowledge and abilities in qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasing responsible experience in the delivery of custodial services with two years of lead worker experience.

Training:

Equivalent to an Associate Degree from an accredited college.

Work experience may be substituted for the college requirement and is evaluated on a case by case basis.

License or Certificate:

Possession of a valid California Driver's License.

Effective Date: January, 2007

Bargaining Unit: Redwood City Management Employees Association