



STATE OF NEVADA
Department of Administration
Division of Human Resource Management

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
CUSTODIAL SUPERVISOR IV	32	H	9.616
CUSTODIAL SUPERVISOR III	30	H	9.617
CUSTODIAL SUPERVISOR II	28	H	9.623
CUSTODIAL SUPERVISOR I	26	H	9.625

SERIES CONCEPT

Custodial Supervisors plan, organize and direct the overall custodial and general building maintenance services for assigned facilities consisting of offices, classrooms, conference areas, special event centers and other facilities.

Supervise staff by planning and organizing work, determining the scope of work to be performed, and developing schedules to facilitate the accomplishment of work; prepare performance evaluation reports; take appropriate disciplinary actions and prepare appropriate documentation for personnel actions.

Assess employee training needs; design and prepare training curriculum and materials; supervise or conduct training of staff; ensure staff are trained and knowledgeable in cleaning chemicals, methods and techniques.

Determine and order needed custodial supplies, materials and equipment to ensure proper inventory levels; meet with vendors and recommend new products and equipment; prepare and maintain a variety of records and reports including inventories, account balances, employee files, hazardous materials and facility status.

Respond to calls and special requests from administrators, facility security staff, and custodial employees to assist with a variety of emergency or special custodial, maintenance and clean-up work.

Schedule and coordinate the moving, arranging and transporting of furniture and equipment; direct the set up of buildings and rooms for graduation, special events and meetings; set up stage for concerts, lectures and other events.

Conduct inspections throughout buildings and facilities; evaluate cleanliness and general condition of buildings and equipment; evaluate repairs needed; assign work crews for heavy duty cleaning such as floor and carpet maintenance, and high level window cleaning; create work orders when needed for general maintenance and/or non-routine custodial requirements.

Ensure compliance with established safety policies and practices related to custodial and buildings maintenance functions; develop and revise procedures and training materials; prepare and process accident reports as required.

Maintain inventory of materials and supplies; establish re-order levels to ensure the proper amount of stock on hand; provide for the proper working order of equipment through maintenance programs; prepare various types of reports and records such as materials expended and equipment maintenance schedules.

Coordinate the physical arrangement of facilities for special events such as banquets, dances or large conferences.

May review vendor/contractor work for quality and accuracy before accepting and approving work performed.

Perform related duties as assigned.

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CLASS CONCEPTS

Custodial Supervisor IV: Under general supervision, incumbents, in addition performing the full range of duties described in the series concept, plan, direct, organize, coordinate and monitor the work of more than 50 custodial employees and are responsible for providing all aspects of custodial and related maintenance services to buildings encompassing more than 1,500,000 square feet.

Custodial Supervisor III: Under general supervision, incumbents, in addition to performing the full range of duties described in the series concept, plan, direct, organize, coordinate, and monitor the work of 30 to 50 custodial employees; and are responsible for providing all aspects of custodial and related maintenance services to buildings encompassing approximately 1,000,000 to 1,500,000 square feet.

Custodial Supervisor II: Under general supervision, incumbents, in addition to performing the full range of duties described in the series concept, plan, direct, organize, coordinate, and monitor the work of approximately 11 to 29 custodial employees; and are responsible for providing all aspects of custodial and related maintenance services to buildings encompassing approximately 500,000 to 1,000,000 square feet.

Custodial Supervisor I: Under general supervision, incumbents in this class supervise a crew of 10 or fewer custodial workers. Incumbents frequently perform custodial and semi-skilled building maintenance duties, in addition to assigning and reviewing work, training, and evaluating the performance of assigned staff.

MINIMUM QUALIFICATIONS

SPECIAL REQUIREMENT:

- * Pursuant to NRS 284.4066, some positions in this series have been identified as affecting public safety. Persons offered employment in these positions must submit to pre-employment screening for controlled substances.

CUSTODIAL SUPERVISOR IV

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and five years of progressively responsible custodial and building maintenance experience at a multi-building institutional environment, such as a university campus. Three years of which must have been in a supervisory capacity which involved planning, organizing, coordinating and scheduling the work of 30 or more custodial workers; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Custodial Supervisor III in Nevada State service.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):
Working knowledge of: management techniques and practices; and supervisory techniques and practices.
Ability to: negotiate quality and price of cleaning materials; effectively coordinate human and material resources; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):
Working knowledge of: agency policies, procedures and practices regarding the management of custodial services.

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MINIMUM QUALIFICATIONS (cont'd)

CUSTODIAL SUPERVISOR III

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and four years of progressively responsible experience in custodial and buildings maintenance work at a multi-building facility. Two years of the experience must have been in a supervisory capacity which included assigning, evaluating and directing the work of custodial workers; preparing bid specifications for the procurement of equipment, materials and chemicals; and providing training in the use of cleaning materials and chemicals and the use of various types of powered equipment; **OR** an equivalent combination of education and experience; **OR** one year of experience as a Custodial Supervisor II in Nevada State service.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Detailed knowledge of: methods, materials and equipment used in cleaning and maintenance of buildings; safe and proper methods of using cleaning chemicals, cleaning equipment used in building maintenance and cleaning; physical plant maintenance. **Working knowledge of:** supervisory principles and practices; *and all knowledge, skills and abilities required at the lower levels.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: agency policies, procedures, and practices related to the administration of custodial personnel; agency budgetary and purchasing policies and procedures. **Ability to:** coordinate the work of several crews performing general custodial and building maintenance work.

CUSTODIAL SUPERVISOR II

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and three years of progressively responsible custodial and buildings maintenance experience at a multi-building facility. One year of the experience must have been in a supervisory capacity which involved training and providing work direction to custodial workers; assigning and evaluating work; and assisting in preparing bid specifications for the procurement of equipment, materials and chemicals **OR** an equivalent combination of education and experience; **OR** one year of experience as a Custodial Supervisor I in Nevada State service.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: methods, materials and equipment used in building cleaning and maintenance; health and safety procedures applicable to the use of cleaning chemicals and other building maintenance materials and equipment; physical plant maintenance. **Ability to:** plan, organize and assign work to custodial personnel; establish and maintain inventory of cleaning materials and equipment; prepare written and oral instructions; communicate effectively both orally and in writing; prepare various reports and maintain records; inspect buildings and facilities to evaluate cleanliness and repair needs; *and all knowledge, skills and abilities required at the lower level.*

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: agency policies, procedures and practices related to the administration of custodial personnel; and diverse custodial needs and requirements of individual facilities and buildings. **General knowledge of:** agency budgetary and purchasing policies and procedures. **Ability to:** prepare training materials and conduct training.

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MINIMUM QUALIFICATIONS (cont'd)

CUSTODIAL SUPERVISOR I

EDUCATION AND EXPERIENCE: Graduation from high school or equivalent education and two years of building custodial and general building maintenance work, one year of which must have included lead experience; **OR** an equivalent combination of education and experience.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES (required at time of application):

Working knowledge of: inventory control methods; materials, equipment and methods used to perform custodial duties; materials and equipment used in custodial functions; and safe and proper methods of using/mixing cleaning chemicals. **General knowledge of:** supervisory techniques used in training and providing work direction to others. **Ability to:** perform minor maintenance and emergency repairs on building, heating, plumbing, air-conditioning, and sprinkler systems; repair and service custodial equipment such as buffers and vacuum cleaners; perform basic repairs on custodial equipment such as changing belts, brushes and replacing plugs; and repair leaking faucets, plugged drains or faulty toilets.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES (typically acquired on the job):

Working knowledge of: agency policies, procedures, and practices related to custodial services and general building maintenance; and supervisory techniques and practices. **Ability to:** prepare reports, develop work performance standards, and prepare purchase orders.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>9.616</u>	<u>9.617</u>	<u>9.623</u>	<u>9.625</u>
ESTABLISHED:	7/1/89P 5/20/88PC	1/1/61	10/1/67	6/1/63 7/1/89P
REVISED:		10/1/67	12/1/68	5/20/88PC
REVISED:		2/15/72	2/15/72	
REVISED:		10/25/85-3	2/22/78	
REVISED:			10/25/85-3	
REVISED:		7/1/89P 5/20/88PC	7/1/89P 5/20/88PC	
REVISED:	7/1/99P 10/2/98PC	7/1/99P 10/2/98PC	7/1/99P 10/2/98PC	7/1/99P 10/2/98PC
REVISED:	12/7/12PC	12/7/12PC	12/7/12PC	12/7/12PC