CUSTODIAL SERVICES PROGRAM SUPERVISOR

I. TITLE DEFINITION

This is responsible work related to the supervision of complex custodial operations within a large UW-institution. Positions allocated to this title have responsibility for custodial operations in an assigned area or all custodial operations at an institution. Work involves planning, assigning, and directing a variety of cleaning activities. Positions at a comprehensive institution or doctoral campus report to a higher-level program administrator with a broad area of responsibility which exceeds custodial services. Positions may be assigned additional program responsibilities in such areas as laundry supply/transportation, sewing operations, and upholstery/shoe repair. Work is performed under general supervision.

Examples of work performed include any combination of the following, but are not limited to:

- Supervise staff, including subordinate-level supervisors and/or lead workers
- Recommend the hiring, transfer, suspension, layoff, recall, promotion, discharge, assignment, evaluation, discipline, and adjustment of grievances of subordinate employees
- Supervise all aspects of a building cleaning operation, including making work assignments and reviewing work
- Conduct periodic inspection of areas to check for quality of cleaning performed
- Check for needed building and equipment repairs and write work orders
- Write purchase requests for supplies and maintain an inventory control
- Maintain employee time records and arrange vacations and sick leaves
- Prepare physical building space arrangements for conferences and other special events
- Plan and assign work to be performed by the cleaning crews
- Make regular inspections of utilities, such as plumbing, heating, and ventilating equipment, and report the need for repairs and replacements to the supervisor
- Participate in testing new cleaning methods, products, and equipment
- Make reports and keep record of methods and procedures and products being used in the cleaning operation
- Supervise all aspects of hotel cleaning operations
- May direct students or other limited-term employees, and/or inmates of correctional facilities

II. QUALIFICATIONS

The qualifications required for this classification will be determined at the time of recruitment.

III. RELATED TITLES

Custodial Services Supervisor
Power Plant Superintendent
Crafts Worker Supervisor
Maintenance Supervisor
Laundry Services Supervisor