



Job Specification

Job Title: Custodial Superintendent
BCAT Code: 800X AA
Pay Grade: G13

Effective Date: April 1, 2007
Revision Date: February 1, 2007
FLSA Status: Exempt

General Description

Provides daily management of custodial services for the University's buildings and facilities.

Examples of Duties

- Supervises a large group of custodial employees and addresses all staffing and personnel issues, including attendance and tardiness problems, disciplinary actions, promotional decisions, and performance evaluations.
- Reviews policies and procedures and makes modifications as needed to ensure that the cleanliness of campus buildings and facilities is maintained; monitors compliance with policies and procedures.
- Monitors shift assignments and makes adjustments as needed to cover for absences, vacancies, or changes in the workload.
- Maintains inventory of custodial equipment and supplies/and prepares orders or secures repairs for custodial equipment when needed.
- Monitors building security to ensure that locked areas are properly secured.
- Inspects facilities and furnishings for needed cleaning/repairs; inspects work of subordinates to ensure completion of assignments, and makes corrections as needed.
- Responds to custodial emergencies as needed.
- Prepares and maintains reports on the shift's performance, employee attendance, safety, personnel issues, work accomplished, etc; conducts staff meetings.
- Trains subordinates in proper custodial methods, policies and procedures.
- Conducts interviews, and makes hiring and termination recommendations.
- Performs cleaning and supervisory duties for absent co-workers.
- Coordinates room set-up requests and monitors the activities of the set-up crew to ensure that campus set-ups are completed on schedule.
- Responds to customer service suggestions/complaints; ensures that special custodial requests are completed.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities

- Thorough knowledge of proper custodial services policies, techniques, and procedures.
- Thorough knowledge of GSU campus (buildings and facilities) and custodial requirements or needs.
- Thorough knowledge of the operation and use of equipment, tools, and supplies used in building maintenance.
- Effective oral and written communication skills.
- Ability to perform heavy lifting when required (approximately 30 - 50 lbs.).
- Ability to supervise a large group of custodial workers.

Minimum GSU Hiring Standards

High school Diploma or GED and five years experience in an institutional, industrial, or commercial setting, including three years supervisory or lead worker experience; or a combination of education and experience. Criminal background investigation.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.