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Class Specifications
for the Class:

JANITOR SUPERINTENDENT

Duties Summary:

Directs janitor supervisors, janitors and other custodial personnel in the cleaning and maintenance of building areas; and performs other related duties as assigned.

Distinguishing Characteristics:

This is the top-level class in the Janitorial series. This class is responsible for directing an agency's janitorial and custodial services covering several major buildings which are scattered over a wide geographical area and requiring the assistance of several subordinate supervisors.

Examples of Duties:

Plans, organizes, directs and coordinates the work of janitors, watchmen, elevator operators and other custodial personnel through the assistance of janitor supervisors; plans and organizes work and vacation schedules of employees; approves or recommends for approval requests for leave of absences by employees; instructs and trains janitor supervisors and janitors; evaluates work performances of employees; reviews and evaluates oral and/or written reports of inspectional tours of subordinate janitor supervisors concerning employee attendance and work performances, cleanliness of buildings, repair needs of buildings, and other information pertinent to the efficient operation of the custodial force; takes corrective measures concerning deficiencies reported and instructs subordinates to make necessary changes, or refers problems to proper authorities for remedial action; complies monthly attendance reports from daily attendance records; interviews applicants for janitorial or other custodial positions; evaluates the need for, and requisitions and/or purchases supplies and equipment; establishes procedures for, and controls the issuance and distribution of supplies and equipment to workers in the various buildings; takes inventory of supplies and equipment and keeps permanent records of same; may be responsible for fees collected from the public for the use of buildings and grounds; and prepares and submits oral and written reports on work activities of the staff.

Knowledge and Abilities Required:

Knowledge of: Practices, tools, equipment and materials used in janitorial work; safety practices as applied to janitorial work; building hardware, fixtures and equipment; maintenance of housekeeping supply storerooms and inventory records; principles and practices of supervision.

Ability to: Instruct and supervise others in the operation of tools and equipment used in janitorial and simple maintenance work; issue oral and written instructions concerning rules and regulations, particularly with respect to janitorial and custodial functions; plan, organize, direct and coordinate the activities of a large number of employees scattered over a wide geographical area.

This is an amendment to the specification for the class JANITOR SUPERINTENDENT approved on December 15, 1955.

DATE APPROVED: 3/10/83

DONALD BOTELHO
Director of Personnel Services