

CUSTODIAL SERVICES COORDINATOR

4103

GENERAL DESCRIPTION OF CLASS

The CUSTODIAL SERVICES COORDINATOR coordinates the work of other custodial staff, insuring that buildings are properly cleaned and maintained. In addition, the Custodial Services Coordinator may perform general cleaning and floor care. Some positions in this class may inspect level of cleanliness according to contract specifications.

DISTINGUISHING FEATURES

This is the second level of a two-level series. It is distinguished from the lower level by the additional responsibility for planning and coordinating custodial work to be done, monitoring private custodial contractors, and keeping inventory.

DUTIES AND RESPONSIBILITIES

1. **Monitors Building Standards.** Typical tasks: checks to see that the building has been cleaned and maintained properly; reports and oversees building repairs; records repairs in log book; may take corrective action or retrain custodians when work is substandard or may report substandard work to a higher authority in cases of contractual custodial work.
2. **Coordinates Custodial Work.** Typical tasks: assures staffing needs are met for assigned shift; calls for substitute staff in case of unplanned absences of regular custodial staff; trains new employees to do custodial work and to correctly operate equipment; assigns work to custodial staff on assigned shift; maintains safety standards.
3. **Inventory.** Typical tasks: keeps an inventory of supplies, furniture, equipment, linen and materials; coordinates linen and custodial supply needs of custodial staff and requisitions new supplies and materials; reports missing furniture or equipment.
4. **General Cleaning.** Typical tasks: empties ashtrays and wastebaskets; cleans walls and other surfaces; cleans windows and mirrors; cleans and sanitizes toilets, sinks, and showers; fills dispensers; dusts; sweeps, strips, mops, waxes and buffs floors; vacuums and shampoos carpets; picks up litter; shovels snow; sweeps steps; washes outside windows; collects and bundles recyclable items.
5. **Repairs.** Typical tasks: changes light bulbs; clears clogged drains and toilets; performs minor maintenance of custodial equipment and building (i.e. changes belts or bags on vacuum cleaners, changes brushes and pads on floor buffers and waxers, tightens screws, and replaces doorknobs); reports needed repairs for maintenance and safety problems.
6. **Security.** Typical tasks: locks and unlocks buildings; turns lights on and off; makes rounds to ensure systems are functioning properly; reports security deficiencies; distributes and collects keys to buildings.

7. **Miscellaneous.** Typical tasks: moves and arranges furniture for various special functions; prepares applicable reports and keeps a variety of records.

RELATIONSHIPS WITH OTHERS

Employees in some positions in this class are in regular contact with trades workers, e.g., carpenters, plumbers, painters, electricians, locksmiths or grounds crews in order to request/coordinate needed repairs or services. Employees may contact the trades workers by memo, telephone, or in person. Employees in this class are in regular in-person contact with the supervisor and custodians to share and transfer relevant information within the hierarchy.

Employees are also in daily contact in person with students, patients, residents, inmates, and/or custodians while overseeing custodial work performed by them.

SUPERVISION RECEIVED

Employees in this class receive general supervision from a custodial supervisor, custodial services manager, or a building maintenance superintendent. Work is reviewed through weekly conference with supervisor. Established cleaning procedures must be followed in order to comply with State and Federal laws on cleaning, sanitation, and safety.

GENERAL INFORMATION

Positions are found in central and remote locations throughout State government (e.g., general government agencies, human or natural resource agencies, correctional, mental health, or higher education institutions, hospitals, etc.). They require the willingness to work within the environment associated with the position's location.

They require the willingness to perform prolonged physical labor, walk, bend, stoop, and climb in the performance of duties. They require the willingness to work with caustic cleaning agents. They require the willingness to work in an environment containing dust, odors, and high levels of noise. Some positions may require the willingness to work around and/or clean up excrement and blood.

KNOWLEDGE, SKILLS, AND ABILITIES (KSA)

General knowledge of how to dispose of hazardous waste.

General knowledge of supervisory methods and leadership skills.

Basic knowledge of cleaning, sanitation and safety.

Basic knowledge of methods, materials, equipment, and techniques used in custodial activities.

Basic knowledge of cleansers and chemicals used in cleaning and disinfecting.

Basic knowledge of spoken and written English sufficient to understand instructions.

Skill in the operation and maintenance of floor care equipment.

Skill in communicating with employees and building users.

Ability to learn State and Federal laws on cleaning, sanitation, and safety.

Ability to maintain the security of property and buildings.

Ability to learn disinfecting procedures.

Ability to read labels and follow instructions on proper use of chemicals and cleansers.

Ability to establish priorities and set goals.

Ability to assign work to custodians and students.

Ability to keep records of materials used and ordered.

Ability to estimate needs and order supplies and equipment

Ability to train new workers in proper cleaning procedures.

Ability to keep repair log and to report needed repairs.

Ability to perform minor maintenance and repair work.

Ability to safely perform moderate to heavy lifting.

Ability to clean around clients, inmates, students, and office workers.

Ability to work safely with caustic cleaning chemicals and solutions.

Ability to work in an environment which contains dust and odors.

Ability to work independently.

Some positions in this class may require one or more of the following:

Ability to write reports.

NOTE: The KNOWLEDGE and SKILLS are required for initial consideration. ABILITIES may be required for initial consideration, at any time during the selection process, or during a trial service period as a final stage of the selection process. Some duties performed by positions in this class may require different KSA's. No attempt is made to describe every KSA required for **all** positions in this class. Additional KSA requirements will be explained on the recruiting announcement.

Adopted 1/90

Revised

Examples of work are typical of duties assigned to this class. No attempt is made to describe every duty performed by all positions in this class.