

## Facilities Job Function

### Custodial Services Job Family

Level	Function/ Roles	Experience/ Education (Minimum Required)	Typical Duties and Responsibilities (Cumulative from level to level in each job family)	Impact/Scope	Supervision
56E	Custodial Supervisor I	3+ Years of custodial experience  Supervisory experience required  Additional Language skills preferred	<ul style="list-style-type: none"> <li>• Responsible for the daily supervision of custodial services</li> <li>• Develops cleaning schedules and routines</li> <li>• Provides hands-on training to custodians</li> <li>• Performs and documents regular quality inspections and initiates corrective action</li> <li>• Ensures compliance with environmental health and safety requirements</li> <li>• Ensures custodial operations compliance with all city ordinances</li> </ul>	<p><b>IMPACT</b> Some impact on operations, resources, or University's reputation</p> <p><b>SCOPE</b> Provides comprehensive management for the custodial operation at a large facility or for multiple locations</p>	<p><b>RECEIVED</b> <b>Under General Direction:</b> Within this job, the incumbent normally performs regular assignments using own judgment and following department / university policy, while keeping supervisor informed as necessary. Receives general guidance on new projects as to methods, procedures and desired end results. The incumbent has discretion to make decisions within the scope of his/her responsibilities. Complex assignments are usually reviewed upon completion.</p> <p><b>GIVEN</b> <b>Supervises:</b> Supervises work and processes, assigns work, typically has primary responsibility for evaluating performance and performance management, effectively recommends hiring and firing decisions.</p>

**NOTE:**

- 1) Individual positions will typically have most, but not necessarily all, of the Duties & Responsibilities listed
- 2) Grade Recommendations based on comparative review/analysis of internal positions and external market data.
- 3) E = exempt, N = non-exempt but outside HUCTW due to job content, grade and/or a Confidential / Supervisory exclusion