

## UNIVERSITY OF CENTRAL FLORIDA STAFF CLASS SPECIFICATION

Job Title: Custodial Superintendent Job Code: 227

Overtime Pay: Ineligible

Primary Responsibility

This is work managing a custodial services program for the University.

Typical Tasks

Establishes and maintains on going equipment and chemical testing and evaluation programs.

Conducts inspections of facilities, furnishings, and equipment and initiates corrective action.

Establishes a training and safety program.

Prepares budgets and reports for custodial services activities.

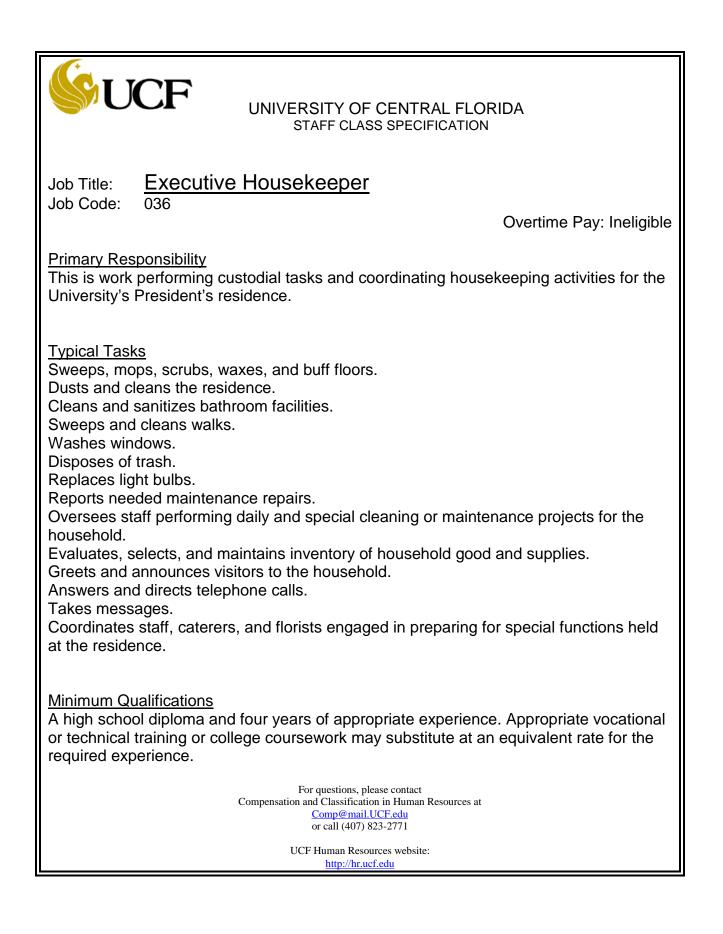
Minimum Qualifications

A high school diploma and five years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.

For questions, please contact Compensation and Classification in Human Resources at <u>Comp@mail.UCF.edu</u> or call (407) 823-2771

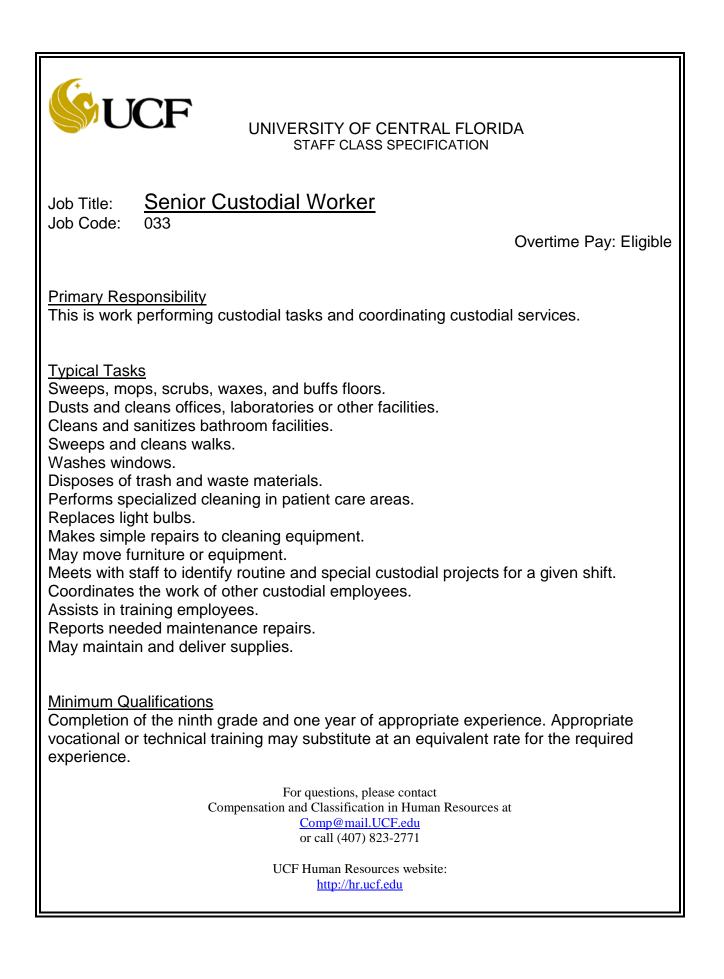
UCF Human Resources website: <u>http://hr.ucf.edu</u>

UNIVERSITY OF CENTRAL FLORIDA STAFF CLASS SPECIFICATION
Job Title: <u>Assistant Custodial Superintendent</u> Job Code: 037 Overtime Pay: Ineligible
Primary Responsibility This is work assisting in the management of a custodial services program for the University.
<u>Typical Tasks</u> Determines training program needs. Plans and carries out scheduling of special project cleaning. Assists in budget planning. Recommends policies and procedures. Recommends the purchase of custodial equipment and supplies. Inspects buildings for cleanliness and maintenance. Investigates and evaluates complaints from building occupants. Coordinates set up and cleaning for special events. Coordinates the activity of moving crews.
Minimum Qualifications A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational or technical training may substitute at an equivalent rate for the required experience.
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UNIVERSITY OF CENTRAL FLORIDA STAFF CLASS SPECIFICATION
Job Title: <u>Senior Custodial Supervisor</u> Job Code: 035 Overtime Pay: Eligible
Primary Responsibility This is work supervising custodial supervisors.
<u>Typical Tasks</u> Oversees the work of custodial supervisors. Assigns tasks to custodial supervisors. Insures tasks are completed thoroughly and in a timely manner. Receives special cleaning requests. Delegates routine and special custodial projects to custodial supervisors on a given shift. Maintains and advises supervisor on supply and equipment needs. Reports needed maintenance repairs.
Minimum Qualifications A high school diploma and three years of appropriate experience. Appropriate vocational or technical training may substitute at an equivalent rate for the required experience.
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UNIVERSITY OF CENTRAL FLORIDA STAFF CLASS SPECIFICATION
Job Title: <u>Custodial Supervisor</u> Job Code: 034 Overtime Pay: Eligible
<u>Primary Responsibility</u> This is work supervising custodial employees.
<u>Typical Tasks</u> Oversees the work of custodial employees. Assigns tasks to custodial employees. Insures tasks are completed thoroughly and in a timely manner. Receives special cleaning requests. Delegates routine and special custodial projects to custodial employees on a given shift. Maintains and advises supervisor on supply and equipment needs. Reports needed maintenance repairs.
Minimum Qualifications A high school diploma and two years of appropriate experience. Appropriate vocational or technical training may substitute at an equivalent rate for the required experience.
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## UNIVERSITY OF CENTRAL FLORIDA STAFF CLASS SPECIFICATION

Job Title: <u>Custodial Worker</u> Job Code: 032

Overtime Pay: Eligible

<u>Primary Responsibility</u> This is work performing custodial tasks.

<u>Typical Tasks</u> Sweeps, mops, scrubs, waxes, and buffs floors. Dusts and cleans offices, laboratories or other facilities. Cleans and sanitizes bathroom facilities. Sweeps and cleans walks. Washes windows. Disposes of trash and waste materials. Performs specialized cleaning in patient care areas. Replaces light bulbs. Makes simple repairs to cleaning equipment. Reports more extensive damage for maintenance. May move furniture or equipment. <u>Minimum Qualifications</u> Completion of the ninth grade.

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