



<b>Job Title</b>	Superintendent, Custodial Services	<b>Job Code</b>	FS0217
<b>Pay Plan</b>	USPS	<b>Pay Grade</b>	15
<b>Union</b>	Non-Union	<b>FLSA Status</b>	Exempt
<b>Job Family</b>	Facilities	<b>Union Code</b>	0
		<b>Subfamily</b>	Custodial Services

**Job Family & Subfamily Summary**

**Facilities Professionals** plan, design, manage and/or perform activities related to the maintenance, construction and/or installation of facilities, infrastructure and grounds.

**Custodial Services Professionals** are responsible for cleaning and housekeeping of buildings and/or exterior areas. May involve trash and recycling removal and meeting room set-up.

**Job Summary**

Oversees the custodial services for assigned area(s). Ensures the outdoor and indoor facilities are clean and well maintained. Assists in cleaning duties and coordinates light and deep cleaning projects. Responsible for risk management as it pertains to areas of responsibility.

**Representative Duties**

**1. Management and Administration**

- Oversees the work of custodial supervisors
- Interviews, recommends hire, trains, supervises, and evaluates custodial staff
- Indirectly supervises custodial staff and coordinates routine and special custodial projects
- Prepares and oversees a budget for custodial services; orders supplies, and maintains inventory of custodial supplies
- Coordinates safety trainings (CPR, first aid, blood borne pathogens) for custodial staff

**2. Inspection**

- Coordinates special cleaning projects (e.g., pressure washing, fitness equipment, floors, windows, etc.)
- Inspects cleanliness of all indoor and outdoor facilities

**3. Equipment Maintenance**

- Oversees the maintenance of custodial equipment
- Documents and reports damaged equipment
- Assists in a variety of maintenance and miscellaneous repairs

**4. Cleaning**

- Cleans and maintains inside and outside areas of the facilities
- Sanitizes bathrooms and locker rooms, cleans furnishings, fixtures, and windows
- Picks up and disposes of trash pickup
- Vacuums and shampoos carpeting and mops, strips, buffs, burnishes, and applies finish to floors
- Cleans sidewalks, patios, boardwalks, and pavilions
- May clean fitness equipment (sectorized, plate loaded, and cardiovascular) and deep clean machines

**5. Special Events**

- Assists with the set up and break down of special events

## Education, Experience, Skill Requirements

	Required	Preferred
Education Level	High School Diploma or Equivalent	
Certification(s)		
Licensure(s)		
<b>Work Experience</b>		
4+ years of relevant work experience		
<b>Additional Requirements</b>		

## Physical/Environmental Demands

Outside of a standard office environment with specific physical demands

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**This general outline illustrates the type of work that characterizes the job. The statements in this job description are not intended to be an exhaustive list of all duties, responsibilities and qualifications required of the job.**