



**CITY OF LONG BEACH  
CLASSIFICATION SPECIFICATION**

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**TITLE: SUPERVISING CUSTODIAN**

**EXAMPLES OF DUTIES:**

- Under general supervision, plans, assigns and checks the work of a group of Custodians engaged in cleaning buildings and assigned facilities;
- Makes inspections to review work in progress and upon completion;
- Directs various cleaning, dusting and polishing operations;
- Request necessary supplies and equipment;
- Directs the moving of office furniture and equipment;
- Assigns and trains new employees;
- Prepares activity, attendance and employee performance reports;
- Inspects assigned facilities to determine needed repairs;
- Checks heating and ventilating systems
- Performs other related duties as required.

**MINIMUM REQUIREMENTS:**

Open to all City employees who have two or more years service as a Senior Custodian or Custodian or a combination thereof after permanent appointment.

The ability to assign, direct and supervise the work of others.

A satisfactory efficiency rating.

A valid California motor vehicle operator license.

A willingness to work swing shift and on emergency calls.

**DESIRABLE QUALIFICATIONS:**

Good knowledge of the practices, methods, materials, and equipment used in custodial work; a working knowledge of the Civil Service Rules, sick leave and vacation ordinances and State Vehicle Code; the ability to plan, direct and supervise the work of others; the ability to keep neat, accurate records, work cooperatively with others and use good judgment in making decisions in accordance with established procedures and department policy and other skills, abilities and traits necessary for the position.

**HISTORY:**

Approval/Adoption Dates: 09/25/73