

## BUILDING CUSTODIAL SERVICES SERIES

<u>Code No.</u>	<u>Class Title</u>	<u>Occ. Area</u>	<u>Work Area</u>	<u>Prob. Period</u>	<u>Effective Date</u>	<u>Last Action</u>
4502	Building Service Worker	08	026	6 mo.	00/00/00	Rev.
1848	Building Service Sub-Foreman	08	026	6 mo.	00/00/00	Rev.
1600	Building Service Foreman	08	026	6 mo.	00/00/00	Rev.
3445	Building Service Supervisor	08	026	6 mo.	00/00/00	Rev.

*Promotional Lines: 115, 175, 177, 198, 220, 245, and 287*

### Series Narrative

Employees in this series perform and/or supervise custodial services and maintenance of assigned buildings.

### DESCRIPTIONS OF LEVELS OF WORK

#### **Level I: Building Service Worker**

**4502(4241)**

Employees at this level perform custodial work required in the routine cleaning and upkeep of buildings. They work under direct supervision from a designated supervisor.

A Building Service Worker typically –

1. mops, sweeps, and scrubs floors and other surfaces
2. cleans, renovates, and renews floor surface finishes
3. cleans and dusts furniture, tables, exhibit cases, fixtures, windows, doors, trim, and related furnishings
4. washes and/or cleans window and door glass, washes interior glass, including partitions, framed pictures, and doors
5. moves furniture, supplies, and miscellaneous equipment as directed
6. sweeps or shovels snow from steps and walks at building entrances and connecting walks
7. locks and unlocks doors to buildings, classrooms, lecture rooms, or offices
8. cleans and services lavatories and rest rooms
9. cleans and services smoking urns and ash trays
10. collects and places debris and recyclable material removed from buildings in containers for removal
11. cleans and waxes furniture

12. reports items that need repair
13. changes light bulbs and cleans light fixtures, as required
14. provides services for maintenance of carpet floor coverings
15. operates automatic scrubbers and power sweepers, including rider type, used in connection with building cleaning and also provides operator-type maintenance
16. performs other related duties as assigned

**Level II: Building Service Sub-Foreman****1848**

Employees at this level supervise an assigned group of custodial employees and perform custodial work as directed. They work under general supervision from a designated supervisor.

A Building Service Sub-Foreman typically –

1. provides training in various phases of work performed by lower-level custodial employees, operates and/or provides instruction in operation of power equipment (such as auto-scrubbers)
2. acts for the supervisor during his/her absence, assists the supervisor in the assignment and direction of work,
3. maintains operating records as required
4. as assigned, may regulate and/or monitor ventilating, heating, and/or air-conditioning equipment to maintain proper ventilation, temperatures, humidity; read and check gauges, meters, thermometers, and record readings on log sheets; and check operation of building and mechanical equipment informing supervisor of needed repairs
5. requisitions and is responsible for supplies and equipment
6. mixes and applies cleaning and waxing compounds
7. performs duties of lower level employees in this series such as, mopping, sweeping, and scrubbing floors, cleaning and waxing furniture, and collecting and disposing of refuse and related duties
8. performs other related duties as assigned

**Level III: Building Service Foreman****1600**

Employees at this level assign and control the performance of building service work. They work under general supervision from a designated supervisor.

A Building Service Foreman typically –

1. assigns and controls the work of building service employees, inspects work of assigned personnel and directs corrective measures to secure satisfactory performance and meet established standards, evaluates job assignments and prepares reports
2. determines and employs corrective measures to achieve and maintain satisfactory performance, conducts performance evaluations
3. trains employees in established building services, methods, and techniques
4. procures, distributes, and is responsible for security of operating supplies and equipment
5. collects and submits time and operating data, with responsibility for providing requested recommendations
6. performs duties of lower level employees in this series
7. performs other related duties as assigned

**Level IV: Building Service Supervisor****3445**

Employees at this level supervise the work involved in building service activities (such as cleaning, floor treatment, window washing, elevator operation, general housekeeping, and other similar functions). They work under general supervision from a designated supervisor.

A Building Service Supervisor typically –

1. supervises and controls the work of personnel assigned to building service activities and prepares daily work sheets that outline job stations and tasks to be performed by each employee, schedules personnel to meet needs of building service functions, revising assignments when necessary
2. approves time cards and attendance records
3. initiates disciplinary actions as necessary
4. demonstrates and instructs workers in cleaning and operating techniques and procedures
5. conducts periodic inventories of supplies, computes monthly consumption of goods, and estimates future needs
6. assists in the development of technical standards for determining cleaning procedures and frequency of treatment, use, and upkeep, assists in the testing and evaluation of new products and machines
7. performs duties of lower level employees in this series

8. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

**Level I: Building Service Worker**

**4502(4241)**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

None

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Ability to comprehend basic written instructions

**Level II: Building Service Sub-Foreman**

**1848**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Two years of experience in building custodial work

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Knowledge of cleaning solutions and custodial methods
2. Supervisory ability
3. Ability to read and write work-related communications, reports, etc.

**Level III: Building Service Foreman**

**1600**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. Three years of experience in building custodial work

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. Knowledge of building services materials, methods, and procedures
2. Supervisory ability
3. Ability to read and write work-related communications, reports, etc.

**Level IV: Building Service Supervisor****3445****CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER**

1. High school graduation or equivalent
2. three years of experience in building service operations or related work, one year of which included the supervision of others

**PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB**

1. Knowledge of accepted cleaning methods and techniques used in providing institutional building services to universities
2. Ability to conduct and interpret results of tests with various kinds of cleaning equipment and supplies
3. Supervisory ability
4. Ability to read and write work-related communications, reports, etc.