

BUILDING SERVICES FOREMAN

KIND OF WORK

Supervisory building custodial work at a State university.

NATURE AND PURPOSE

An employee in this class is responsible for supervising custodial services for a State university campus. Work includes assigning and reviewing work of other employees, determining work methods and procedures, requisitioning supplies, and inspecting the area to ensure adequate results. Supervision received is general and is concerned with the level of custodial care.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Plans, assigns and reviews work of janitors, window washers, and elevator operators.

Plans and supervises maintenance and care of grounds, permanent and temporary buildings, and equipment.

Requisitions, receives, and issues supplies and equipment.

Calls for maintenance services as necessary to ensure efficient operation of equipment including heating and air-conditioning systems.

Keeps time, attendance, and inventory records.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of building custodial practices and procedures and equipment, materials, and supplies.

Some knowledge of building utilities maintenance and repair.

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Ability to:

Ability to plan, assign, and supervise the work of a large number of employees.

Ability to estimate material, supplies, and equipment needs, and to maintain an adequate supply.

Ability to keep records and write reports.

Est.: 4/10/40

Rev.: 6/11/45, 1/18/47, 2/23/60
5/4/65, 9/82

TC: 4/84

Former Title(s):

Building Service
Foreman