



CITY OF HOUSTON

JOB DESCRIPTION

Job Code: 511.6

Job Title: **BUILDING MAINTENANCE SUPERVISOR**

Pay Grade: 13

GENERAL SUMMARY:

Supervises building cleaning and maintenance services for City buildings; implements and enforces policies and procedures for custodial services.

RESPONSIBILITIES:

- Schedules, supervises and reviews cleaning and maintenance work performed by assigned custodians in City buildings.
- Instructs inspection personnel in cleaning procedures/methods.
- Investigates complaints regarding custodial services; resolves problems.
- Inspects cleaning equipment for safety; reports needed repairs.
- Requisitions custodial supplies and monitors related inventory control records.
- Inspects elevators, escalators and other specialized equipment; coordinates cleaning with building engineers and custodial crew.
- Reports need for building repairs.

SPECIFICATIONS:

KNOWLEDGE:

Basic knowledge of grammar, spelling, punctuation and simple mathematical functions like percentages, ratios, etc. as might normally be acquired through attainment of a high school diploma or a GED.

EXPERIENCE:

Two years of experience in custodial services are required.

COMPLEXITY:

Work consists of routine standard procedures and tasks where simple analytical ability is required to select and execute actions.

IMPACT OF ACTIONS:

Errors in work lead to minor inconvenience and incur some costs. Work is typically performed under close to moderate supervision of routine duties to ensure completion of tasks. The supervisor is generally close by to answer questions.

SPECIFICATIONS: (continued)

SUPERVISION EXERCISED:

Direct Supervision:

Involves scheduling, supervision and evaluation of work as a "first-line supervisor", recommends personnel actions, such as hiring, terminations, pay changes of non-supervisory personnel.

Indirect Supervision:

No indirect reports.

CONTACTS:

Internal Contacts:

Level of internal contact is extremely infrequent with virtually no contact beyond the immediate work unit/area. Interaction involves routine information exchange and/or simple service activity requiring common courtesy; e.g., answering questions, giving directions in response to simple requests.

External Contacts:

Level of external contact is extremely infrequent with virtually no outside contact. Interaction involves routine information exchange and/or simple service activity that requires common courtesy; e.g., directing calls, and answering simple questions.

PHYSICAL EFFORT:

The position routinely requires lifting of moderately heavy items, such as typewriters or records boxes (up to 40 pounds) and/or very long periods of walking on rough surfaces on a routine basis.

WORK ENVIRONMENT:

There are routine discomforts from exposure to moderate heat, cold, moisture/wetness and unpleasant air conditions. The position may involve routine exposure to soiled materials and light chemical substances such as cleaning solutions.

PHYSICAL SKILL:

Requires the ability to make simple gross motor responses within large tolerances.

MISCELLANEOUS:

All duties and responsibilities may not be included in the above job description.

JOB FAMILY:

Custodian
Custodian Leader
Building Maintenance Supervisor

Effective: October 1990

Revised: March 1994