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Class Specifications for the Class:SCHOOL CUSTODIAL SERVICES SUPERINTENDENTDuties Summary:

Coordinates, plans and provides custodial services for all public schools; instructs custodians in work methods and maintains work standards; advises school principals in all matters concerning custodial services; and performs other related duties as required.

Distinguishing Characteristics:

This class is distinguished by its responsibility for assisting in the overall direction of custodial work in the public schools. It involves significant supervisory responsibilities as well as responsibility for testing and recommending the purchase of custodial equipment and janitorial supplies.

Typical Duties:

Advises school principals in planning and directing the work of custodians; assists principals in the selection of custodial personnel, materials, supplies and equipment; schedules and assigns the work of teams of custodians and welfare workers assigned to the schools; assigns substitute custodians to schools in the absence of regularly assigned custodians; plans, schedules and assigns the work of power mower operators; directs the operations of the power mower repair shop; instructs custodians in work methods; maintains work standards and safety practices among the custodial force; assists superior in estimating budgetary needs regarding custodial equipment and services; directs the work of maintaining school grounds; tests and recommends the purchase of custodial equipment and janitorial supplies.

Knowledge and Abilities Required:

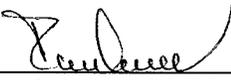
Knowledge of: Principles and practices of supervision; methods, techniques and practices used in maintaining and cleaning public buildings, grounds and landscaped areas; proper use and maintenance of tools, equipment and supplies used in custodial work; pertinent safety practices.

Ability to: Plan, assign and supervise the work of others; instruct others in cleaning and maintaining buildings and grounds; maintain safety standards; interpret and give oral and written instructions; prepare written reports; maintain records; deal tactfully and effectively with others.

Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service class SCHOOL CUSTODIAL SERVICES SUPERINTENDENT by the Department of Education Civil Service system.

DATE APPROVED: OCT 23 2006

EFFECTIVE DATE: JUL - 1 2005



for Gerald Okamoto
Assistant Superintendent
Office of Human Resources