



University Human Resources
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Personnel Order 2024-02

March 1, 2024

Amendment to Classification Plan

The City University of New York plans to promulgate the following changes to the classification plan of the Classified Service:

Revision of the following specification of an existing Competitive title:

Assistant Principal Custodial Supervisor

Title Code 80560

This title was last issued on March 8, 2003.

This position is accredited to DC 37, Local 1797.

Pay scales and contractual representation have not changed as a result of these revisions.

This Personnel Order must be posted conspicuously for a 30-day period.

A handwritten signature in cursive script, appearing to read 'Doriane K. Gloria', is written above a horizontal line.

Doriane K. Gloria
Senior Vice Chancellor, University Human Resources

ERRATA SHEET

Qualification Requirements

From:

1. Graduation from a senior high school and six (6) years of experience in the cleaning and maintaining of a large building, two (2) years of which shall have been in a supervisory capacity; or
2. A satisfactory equivalent.

To:

A four-year high school diploma or its educational equivalent **and** six (6) years of satisfactory, full-time experience in the cleaning and maintaining of a large building, of which two (2) years must be in a supervisory capacity.

English Language Proficiency: All candidates must be able to speak, read, write & understand English well enough to perform the duties of the position; proficiency will be evaluated at the time of interview.

CUNY considers full-time work to be at least 35 hours per week. Part-time experience of at least 20 hours per week may be prorated by half and credited instead of, but not in addition to, full-time experience during the same period (e.g., two month's related work experience at 20-34 hours per week equate to one month's full-time related work experience.) Part-time experience of fewer than 20 hours per week will NOT receive any credit.

THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title	Assistant Principal Custodial Supervisor
Title Code	80560
FLSA Status	Exempt; Overtime policy is subject to bargaining unit agreements.
Date Issued	March 8, 2003R
Date Revised	March 1, 2024

General Duties and Responsibilities

Under general supervision, performs work of a highly difficult and responsible nature in the supervision of the cleaning and maintaining of college buildings and their immediate ground; performs related work.

General Work Tasks

- Is responsible for the custodial work at a college entailing supervision of a large group of subordinate employees; oversees senior custodial foremen, custodial foremen, cleaners and other comparable employees engaged in cleaning and maintaining college buildings, involving such tasks as sweeping, dusting, machine scrubbing, polishing, mopping, cleaning sidewalks, gathering and disposing of refuse.
- Inspect buildings to note general condition and necessity for repairs.
- Inspects work of subordinates to insure maximum efficiency, economy and quality of work.
- Requisitions, stores and issues supplies.
- Trains or arranges for training of new employees.
- Prepares work schedules.
- Maintains records and prepares required reports.
- Responsible for receiving and removing equipment.

Qualification Requirements

A four-year high school diploma or its educational equivalent **and** six (6) years of satisfactory, full-time experience in the cleaning and maintaining of a large building, of which two (2) years **must** be in a supervisory capacity

English Language Proficiency: All candidates must be able to speak, read, write & understand English well enough to perform the duties of the position; proficiency will be evaluated at the time of interview.

CUNY considers full-time work to be at least 35 hours per week. Part-time experience of at least 20 hours per week may be prorated by half and credited instead of, but not in addition to, full-time experience during the same period (e.g., two months of related work experience at 20-34 hours per week equates to one month of full-time related work experience). Part-time experience of fewer than 20 hours per week will **NOT** receive any credit.

Direct Lines of Promotion

From: Senior Custodial Supervisor

To: Principal Custodial Supervisor