**CITY OF SAN ANTONIO**
**An Equal Opportunity Employer**

**111 Plaza De Armas, San Antonio, Texas 78205**
**(210) 207-8108 Job Line (210) 207-7280**
**www.sanantonio.gov**

**Temporary Custodian Services Supervisor**
**Aviation**

The City of San Antonio is recruiting for a Custodian Services Supervisor (temporary). Under direction, is responsible for performing supervisory work planning, directing, and evaluating the building custodial activities for a large area or several City-owned facilities. Exercises direct supervision over Building Custodians and Custodial Services Crew Leader.

**Essential job functions include, but are not limited to the following:** Meets periodically with supervisor to discuss and plan daily or weekly activities; plans and prepares work assignments and schedules for custodial work crews; directs and evaluates work assignments through instructions given to Building Maintenance Crew Leaders; resolves non-routine maintenance problems by redirecting work priorities or by contacting supervisor or the contract services supplier; prepares and keeps activity and administrative reports and service maintenance agreements; participates in the hiring, training, disciplining, and evaluating of employees; makes decisions on work priorities, supplies needed, work methods used, and staff assignments to meet program objectives; establishes standards and specifications for custodial supplies and equipment; performs related duties and fulfills responsibilities as required.

This position requires that the successful candidate possess a high school diploma or a General Education Development (GED) Certificate. Three years of experience in performing building maintenance or custodial work, to include one year of supervisory experience. All job offers are pending satisfactory results from pre-employment drug testing, and reference, background and credential verification.

**Salary ranges from $12.05 to $18.08/hourly, depending on experience and qualifications.**

**ONLY PAPER APPLICATIONS ACCEPTED.** Apply in person or any of the Community Link Centers Monday through Friday (excluding holidays) from 7:30 AM to 5:15 PM, at the Human Resources Department located at 111 Plaza de Armas in downtown San Antonio. **Open until filled.**

For additional information contact Dawnette Escobedo at (210) 207-2754