

**TITLE: Manager, Custodial and Facility Use Services**

**CLASSIFICATION: Management Team – Classified Supervisor**

**SALARY RANGE: 15**

**SCOPE OF POSITION:**

Under the direction of the Director, Facilities Operations, organize and direct the day-to-day custodial operations of the District; coordinate with other departments on use of facilities and space planning; and train, supervise and evaluate the performance of assigned staff.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Develop departmental policies and procedures; support the implementation of District-wide custodial work procedures and best practices.
2. Monitor and direct the use of District facilities and space planning; collaborate with Community Education to receive and process facilities use requests. Coordinate set-up for events, office and equipment moves, and service requests for installations; repair or reorganize furniture in District facilities; install new or modify existing workstations to meet applicable ergonomic requirements; coordinate periodical deep cleaning and floor care projects.
3. Prepare labor estimates, costs of materials and equipment needed for custodial activities; research and coordinate the purchase of equipment and supplies and ensure that adequate stock is maintained.
4. Develop and coordinate the space inventory plan for the District.
5. Assist the Director with the development and implementation of the Five-Year Scheduled Maintenance Plan; assist in the preparation and maintenance of requests for proposals, specifications, and other documentation related to facilities.
6. Assist the Director with ensuring that on-going maintenance and repair activities at all District facilities comply with department standards of quality, priority and budgets, and applicable State and Federal codes, laws, rules and regulations.
7. Coordinate the operational preparedness and response to emergencies and disasters including floods, fires, and earthquakes.
8. Operate various custodial equipment tools and equipment.
9. Research new products, equipment and related work techniques to update work procedures and implement best practices; purchase, order, receive and maintain custodial supplies and equipment.
10. Develop specifications, and oversee contracted custodial projects.
11. Provide extensive and in depth technical expertise, information and assistance to the Director regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
12. Direct the preparation and maintenance of complex and comprehensive narrative and statistical reports, and records related to staff and assigned activities and in support of the facilities operations areas, including supporting documentation for reporting and planning; establish and maintain hazardous materials and safety program and records.

**KEY DUTIES AND RESPONSIBILITIES – Continued**

13. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.
14. Develop and prepare the departmental budget; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations.
15. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions
16. Attend and conduct a variety of meetings; serve on assigned committees.

**KNOWLEDGE OF:**

1. Management of the custodial operations.
2. Proper methods, techniques, materials, tools and equipment used in modern custodial work.
3. Appropriate safety precautions and procedures.
4. Budget preparation and control.
5. Oral and written communication skills.
6. Principles and practices of administration, supervision and training.
7. Applicable laws, codes, regulations, policies and procedures.
8. Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

1. Train, supervise and evaluate the performance of assigned staff.
2. Confer with site administrators and supervisor regarding custodial needs, schedules and concerns.
3. Observe and enforce health and safety regulations.
4. Research and recommend or purchase new custodial supplies and equipment.
5. Communicate effectively both orally and in writing.
6. Interpret, apply and explain rules, regulations, policies and procedures.
7. Establish and maintain cooperative and effective working relationships with others.
8. Operate a computer and assigned office equipment.
9. Analyze situations accurately and adopt an effective course of action.
10. Meet schedules and time lines.
11. Work independently with little direction.
12. Plan and organize work.
13. Direct the maintenance of reports and, records related to assigned activities.
14. Demonstrate sensitivity to, and respect for, a diverse population.

**MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

*Education:*

Associates degree

*Experience:*

Increasingly responsible custodial experience in a lead capacity.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.

**WORKING CONDITIONS:**

Bending at the waist, kneeling or crouching.

Lifting, carrying, pushing or pulling heavy objects.