

TITLE: Supervisor, Custodial Services

CLASSIFICATION: Management Team – Classified Supervisor

SALARY RANGE: 7

SCOPE OF POSITION:

Under the general direction of the Manager, Custodial and Facility Use Services, organize and direct the activities and day-to-day operations of the Custodial Services Department; train, supervise and evaluate the performance of all custodial staff; assist with management functions in the absence of the Manager, Custodial and Facility Use Services.

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. Organize and direct the activities and day-to-day operations of the Custodial Services Department; inspect facilities to ensure that cleanliness and safety standards are met.
2. Develop departmental policies and procedures; support the implementation of District-wide custodial work procedures and best practices. Ensure that on-going maintenance and repair activities at all District facilities comply with department standards of quality and safety and applicable State and Federal codes, laws, rules and regulations.
3. Organize and direct set-up for events, office and equipment moves, and service requests for custodial services; repair or reorganize furniture in District facilities; and install new or modify existing workstations to meet applicable ergonomic requirements.
4. Develop specifications, and coordinate and supervise contracted custodial projects.
5. Assist with the development of the departmental budget; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations and procedures.
6. Communicate with faculty, staff, students and external organizations to coordinate activities, resolve issues and exchange information; meet with staff members regularly to discuss concerns or needs; inspect various District sites periodically to evaluate maintenance needs.
7. Prepare and maintain manual and electronic reports, and records related to personnel and assigned activities; maintain hazardous materials and safety program and records.
8. Research and coordinate the purchase of new products, equipment and related work techniques to update work procedures and implement best practices.
9. Determine and prepare labor estimates for needed equipment, materials and supplies for custodial operations; requisition a variety of supplies, tools and equipment according to established procedures; maintain proper inventory levels of custodial supplies and equipment; audit and report equipment and facility repairs; and communicate with vendors to discuss products.
10. Schedule and assign work to all regular and substitute personnel including special projects; coordinate work assignments; arrange for and schedule substitutes as needed.
11. Coordinate periodic detailed cleaning of District facilities.
12. Train and evaluate the performance of all custodial staff, including both the AM and PM crews; interview and select employees and recommend transfers, termination and disciplinary actions.
13. Attend a variety of meetings; and plan and conduct staff training.

KNOWLEDGE OF:

1. Principles and practices of supervision and training.
2. Applicable laws, codes, regulations, policies and procedures.
3. Methods of planning, organizing, prioritizing, scheduling and coordinating custodial services activities.
4. Basic sustainability, ergonomics and safety guidelines and processes related to assigned position.
5. Applicable guidelines for staffing and cleaning standards.
6. Requirements for maintaining office and school buildings and grounds in a clean, safe and orderly condition.
7. Proper methods, techniques, materials, tools and equipment used in modern custodial work.
8. Safety regulations, safe work practices and safety equipment related to work.
9. Interpersonal skills using tact, patience and courtesy.
10. Oral and written communication skills.

ABILITY TO:

1. Plan, organize, coordinate, schedule and manage supervise custodial services.
2. Train and evaluate the performance of assigned staff.
3. Confer with site administrators and manager regarding custodial needs, schedules and concerns.
4. Communicate effectively both orally and in writing.
5. Operate various custodial tools and equipment.
6. Operate a computer and assigned software programs; operate other office equipment including two-way radio; operate a variety of custodial equipment; drive a vehicle to conduct work.
7. Interpret, apply and explain rules, regulations, policies and procedures.
8. Establish and maintain cooperative and effective working relationships with others.
9. Demonstrate sensitivity to and respect for, a diverse population.
10. Meet schedules and deadlines.
11. Plan and organize work.
12. Prepare records and reports related to assigned activities.
13. Develop and implement goals, objectives, policies and procedures.
14. Analyze situations effectively and adopt appropriate courses of action.
15. Estimate quantity and types of supplies and material needed.
16. Evaluate the effectiveness of various supplies and equipment.
17. Exercise independent judgment within general policy guidelines.
18. Work evening or variable hour shifts.

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:

Graduation from high school. Associates Degree preferred.

Experience:

Increasingly responsible leadership experience in the custodial or maintenance fields.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license and a good driving record.

WORKING CONDITIONS:

Physical Demands:

Must be able to perform physical activities, such as, but not limited to, lifting heavy items (up to 50 lbs. unassisted), bending, standing, climbing or walking.

Hazards:

Must be able to work safely in an environment containing caustic chemicals, cleaning materials, dust and noise. Routinely required to work under inclement weather conditions outdoors.