

TITLE: Manager, Custodial Services

CLASSIFICATION: Management Team – Classified Supervisor

SALARY RANGE: 15

SCOPE OF POSITION:

Under the direction of the Vice President, Finance and Administrative Services, organize and direct the day-to-day custodial operations of the District; 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. Coordinates custodial functions with college administration, faculty and staff as related to the use of District facilities.
2. Develop departmental policies and procedures; support the implementation of District-wide custodial work procedures and best practices. Develop procedures to ensure effective customer service.
3. Coordinate and provide oversight for set-up of events, office and equipment moves, and service requests for installations, repairs or reorganization of furniture; install new or modify existing workstations to meet applicable ergonomic requirements; coordinate periodical deep cleaning and floor care projects. Serves as Finance and Administrative Services liaison for events and other facilities use.
4. Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. Evaluate and plan for both short-and long-term staffing and equipment needs and special projects.
5. 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.
6. Develop specifications, and oversee contracted custodial projects.
7. Provide technical expertise, information and assistance to the Vice President regarding assigned functions; assist in the formulation and development of policies, procedures and programs.
8. Direct the preparation and maintenance of narrative and statistical reports, and records related to staff and assigned activities; establish and maintain hazardous materials and safety program and records.
9. Develop, implement, and enforce safety rules, regulations and procedures to maintain the safety of the Custodial staff.
10. Conduct routine inspections of facilities for safety violations and potential hazards; generate related reports and work requests.
11. Assist in the coordination of activities during District and community emergencies and natural disasters.
12. Communicate with faculty, staff, students and external organizations to coordinate activities and programs, resolve issues and exchange information.
13. Develop and prepare the departmental budget; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations.
14. 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.