



Position: Custodial Supervisor	Position Number:
Department/Site: Administrative Services	FLSA: Non-Exempt
Reports to: Director of Maintenance and Operations or assigned administrator	Salary Range: 19

DEFINITION

Under general direction, plans, schedules, assigns, and reviews the work of staff responsible for performing the full range of custodial duties related to the care, routine maintenance, and cleaning of assigned buildings and facilities; coordinates, monitors, and provides technical input for assigned custodial projects and programs; provides technical assistance to the Director of Maintenance and Operations; performs a variety of technical tasks relative to custodial projects and programs; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director of Maintenance and Operations. Exercises direct and general supervision over custodial staff.

CLASS CHARACTERISTICS

This is a supervisory-level class in the custodial class series. Incumbents are responsible for planning, organizing, supervising, reviewing, and evaluating the work of custodial staff. Incumbents are expected to be fully proficient in the performance of the full range of custodial duties. Performance of the work requires the use of considerable independent judgment, initiative, and discretion within established guidelines. This class is distinguished from the Director of Maintenance and Operations in that the latter has management responsibility for all grounds, maintenance, and custodial functions and activities of the District.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Administrators can be assigned to work at any district location or learning site and in some cases can be assigned to multiple locations and learning sites.

- Plans, organizes, assigns, supervises, and reviews the work of assigned staff in the custodial activities in all District buildings and facilities; coordinates thorough cleaning and restoration of District facilities.
- Assists in the development and implementation of goals, objectives, policies, and priorities for assigned services and programs; identifies resource needs; recommends and implements policies and procedures, including standard operating procedures for assigned facilities.
- Participates in the selection of, trains, motivates and evaluates assigned personnel; works with employees on performance issues; recommends discipline to the District of Maintenance and Operations.
- Trains staff in work and safety procedures and in the operation and use of equipment and supplies; implements procedures and standards.
- Makes regular or special inspections of District buildings and related facilities, including custodial tools, equipment, and related items for cleanliness, safety, appearance, operating effectiveness, and needed repair or replacement.
- Monitors inventory; prepares, maintains, and reviews various records and reports related to facilities and custodial operations, including service and supply requests and timesheets as required.
- Effectively schedules overtime to ensure proper coverage and custodial service for special events.
- Interfaces with the public; answers questions and provides standard information to the public if working in a public facility.
- Provides the leadership to maintain the efficiency and continuity of the custodial maintenance function in the absence of the Director of Maintenance and Operations.
- Responds to emergency situations as necessary.
- Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of fiscal management, strategic, and facilities planning.
- Pertinent federal and state laws and regulatory provisions.
- The implementation and assessment of student learning and/or service area outcomes.
- Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, discipline, and the training of staff in work procedures.
- Principles, practices, equipment, tools, and materials of custodial work and basic and preventative building maintenance.
- District purchasing and supply ordering policies and procedures.
- Safety principles, practices, and procedures pertaining to the work.
- The operation and maintenance of a variety of hand and power tools, and equipment used in custodial work.
- Proper cleaning methods and the safe usage of cleaning materials, disinfectants, custodial tools, and equipment.
- Safe work practices, including safe driving rules and practices.
- Modern office practices and technology, including personal computer hardware and software applications related to the work.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

Ability to:

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
- Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.
- Assist in recommending, developing, implementing, and evaluating programs and services.
- Utilize data and assessment outcomes to make improvements for programs and services.
- Inspire and motivate others toward goal achievement.
- Counsel, direct, and facilitate professional development of employees.
- Develop and monitor budgets and effectively utilize resources.
- Effectively manage priorities in assigned operational unit.
- Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Recruit, select, supervise, and evaluate employees.
- Organize, implement, and direct custodial services and operations activities.
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local policies, procedures, laws, regulations, and collective bargaining agreements.
- Identify problems, research and analyze relevant information, and develop and present recommendations and justification for solution.
- Perform the most complex custodial services duties and operate related equipment safely and effectively.

- Develop cost estimates for supplies and equipment.
- Prepare clear and concise reports, correspondence, procedures, and other written materials.
- Establish and maintain a variety of manual and computerized files, record-keeping, and project management systems.
- Make sound, independent decisions within established policy and procedural guidelines.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Understand scope of authority in making independent decisions.
- Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

- Completion of high school and
- Two (2) years of lead custodial experience.

Licenses and Certifications:

- Possession of and ability to maintain a valid California Driver's License.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer, as well as to work in the field to inspect District sites, including traversing uneven terrain, climbing ladders, stairs, and other access points, to operate a motor vehicle, and to visit various District and meeting sites; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is partially a sedentary office classification, partially a field classification, and standing in and walking between work areas is frequently required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in buildings and facilities and are occasionally exposed to loud noise levels, controlled temperatures, confining workspace, chemicals, and hazardous physical substances and fumes. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing departmental policies and procedures.