

POSITION DESCRIPTION

Custodial Supervisor

Position Custodial Supervisor
Department/Site Facilities and Construction
FLSA Exempt
Evaluated by Director of Facilities and Construction
Salary Range 07

Summary

Under the general direction of the Director of Facilities and Construction, the position of Custodial Supervisor plans, organizes, assigns, supervises and inspects the work of custodians involved in cleaning and maintenance of college buildings and facilities.

Essential Duties and Responsibilities

- Plans, organizes and coordinates custodial duties to ensure the campus environment is clean.
- Maintains inventories of supplies.
- Promotes harmony in the department.
- Trains assigned staff in proper cleaning methods and procedures and safety requirements.
- Inspects the cleaning of classrooms, hallways, restrooms.
- Maintains records and prepares reports of attendance, schedules, and recycling data.
- Takes proactive steps to avoid complaints about custodial services. Addresses complaints promptly and appropriately.
- Operates a vehicle to deliver supplies, inspects areas, and picks up equipment.
- Maintains positive working relationships with other departments on campus.
- Communicates District policy and administrative decisions to assigned personnel and students.
- Administers the collective bargaining agreements among the District and the classified union.
- Creates an atmosphere of collegiality and supports the goals of participatory governance.
- Supervises and evaluates assigned personnel.
- Resolves conflict.
- Insures compliance with local, state, and federal regulations.
- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Knowledge, Skills and Abilities

- Knowledge of proper methods, materials and tools and equipment used in custodial work.
- Knowledge of requirements of maintaining buildings in a safe, clean and orderly condition.
- Knowledge of quantities of custodial materials needed to maintain assigned buildings and facilities.
- Knowledge of modern cleaning methods including basic methods of cleaning and preserving floors, furniture, walls and fixtures.
- Knowledge of record-keeping techniques.
- Knowledge of health and safety regulations.
- Knowledge of principles and practices of supervision and training.
- Knowledge of inventory control and purchasing procedures.
- Estimate and requisition materials and supplies needed.

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- Observe legal and defensive driving practices.
- Maintain records and prepare reports.
- Meet schedules and timelines.
- Ability to perform all of the relevant duties of the position with only general direction.
- Ability to work effectively in a shared governance environment.
- Ability to provide customer support from a management level.
- Ability to provide customer service protocol with a customer service-oriented priority.
- Ability to effectively use a personal computer and a variety of job-related software applications.
- Ability to conduct long-range planning.
- Ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.

Education and Experience

- Possession of a high school diploma, or the equivalent, with four years of increasingly responsible custodial experience including one year in lead or supervisory capacity.