

**CUSTODIAL SUPERVISOR**

| **Reports to:** | Director, Facilities |  |  |
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| **Dept:** | Facilities | **Range:** | 26 |
| **FLSA:** | Exempt | **EEO:** | Service and Maintenance |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

### BASIC FUNCTION:

Under general supervision, plan, supervise and review the work of the district’s custodial services program include inspecting and supervising the work of custodial staff, student workers, and janitorial/day porter contractors at four district campuses; ensure all facilities are safe, clean and sanitized; oversee the setup and teardown of events; schedule and supervise campus moves; and perform related duties as assigned.

### ESSENTIAL DUTIES & RESPONSIBILITIES:

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Plan, assign, schedule, supervise and evaluate the work of assigned staff; with staff, develop, imple­ment and monitor operational plans to achieve assigned unit objectives; provide input to the annual budget; make purchases and other expenditures in accordance with district procedures and monitor performance against the annual budget; participate in developing, implementing and evaluating plans, processes and procedures to achieve established goals and objectives in accordance with depart­ment standards; prepare and maintain a variety of records and reports.
2. Interview and participate in selecting new unit staff; supervise and evaluate staff perform­ance; establish performance requirements and personal development targets; regularly monitor perform­ance and provide training, coaching and mentoring for performance improvement, in accordance with district human resources policies and labor contract agree­ments.
3. Provide day-to-day leadership and work with staff to ensure a high-performance, service-oriented work environment that supports achieving district and division mission, objectives and service standards; enforce the maintenance of safe working conditions and ensure safe work practices are followed by staff; provide leadership to ensure a fair and open work environment in accordance with the district’s mission, goals and values.
4. Assign work schedules on and offsite to ensure workload conformity and timely completion of custodial-related work orders and regularly scheduled maintenance and cleaning; develop and implement training for new, part-time and contract staff on district custodial standards and safe operation of district vehicles, golf carts and equipment; inspect classrooms, offices, laboratories, theatre, concert hall, gym, locker rooms, cafeteria, restrooms and showers for cleanliness; inspect classrooms and offices for security and safety.
5. Meet with administration, faculty and staff to plan, schedule and coordinate major custodial projects, furniture moves, relocations and special projects; plan and coordinate the setup and teardown of the facility for all special functions; inspect setup stage for concerts, lectures and other events; report dangerous and unsightly conditions to Director and recom­mend corrective actions.
6. Inventory and order office supplies and cleaning materials; prepare and process purchase requisitions, purchase orders and check requests for custodial supplies and services; calcu­late budget usage; receive shipments and deliveries, check and verify delivered items received against packing slips and purchase orders; research and resolve discrepancies.
7. Maintain a variety of standard office and specialized records and files; use campus online work request system to assign, monitor and report on work requests; track and update basic statistical data; generate reports, documents and personnel documentation using word processing; provide staff with information regarding pay, absences, benefits, etc.; approve monthly time cards for custodial staff and substitute custodians.

### OTHER DUTIES:

1. Maintain and repair custodial equipment and perform semi-skilled maintenance duties.
2. Arrange for vendor demonstrations of equipment and/or best practices from industry experts.
3. Respond to emergency calls as needed.
4. Lock and unlock classrooms and facilities.
5. Perform related duties as assigned.

### KNOWLEDGE AND ABILITIES:

### KNOWLEDGE OF:

1. Requirements of sanitizing, maintaining and cleaning school buildings and facilities in a healthy and safe manner.
2. The operation and maintenance of a variety of hand and power janitorial tools and equip­ment.
3. Proper mixing and diluting of cleansers, disinfectants and cleaning agents.
4. Maintenance/repair methods, materials, tools and equipment sufficient to be able to effectively maintain district facilities and infrastructure.
5. Methods of organizing, scheduling and prioritizing workload requirements.
6. Recordkeeping techniques.
7. Modern office practices, procedures and equipment including computers and applicable software and work order tracking programs.
8. Safety policies and safe work practices applicable to the work.
9. Applicable federal, state and local laws, rules and regulations [including OSHA rules and regulations if applicable].
10. Principles and practices of sound business communications, including correct English usage, grammar, spelling and punctuation.
11. District practices and procedures for budgeting, purchasing and maintaining public records.
12. Principles and practices of effective supervision.
13. District human resources policies and labor contract provisions.

### ABILITY TO:

1. Plan, supervise, assign, review and evaluate the work of staff engaged in custodial work.
2. Operate, maintain, repair and train others in the use of tools/equipment used in custodial work.
3. Estimate quantity and types of materials and supplies needed.
4. Order supplies and accurately inspect incoming shipments and compare to purchase orders.
5. Perform basic project planning for custodial and facility move projects.
6. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
7. Communicate effectively, both orally and in writing.
8. Understand, interpret, explain and apply applicable laws, codes and regulations.
9. Present proposals and recommendations clearly, logically and persuasively.
10. Operate a computer and standard business software.
11. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
12. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
13. Establish and maintain effective working relationships with all those encountered in the course of work.

### EDUCATION AND EXPERIENCE:

Graduation from high school or GED equivalent, and five years of custodial experience, at least one of which was at a lead level; or an equivalent combination of training and experience.

### LICENSES AND OTHER REQUIREMENTS:

A valid California driver’s license and the ability to maintain insurability under the district’s vehicle insurance program.

Forklift certification.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Lead Custodians, Custodians, Custodial Maintenance Workers, student and temporary workers and external janitorial contractors.

**CONTACTS:**

District administrators, faculty, staff, students, other college and community organizations, vendors, contractors and the general public.

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Heavy physical labor with constant standing and walking for extended periods; walking over rough or uneven surfaces; frequent pushing, pulling, lifting and carrying of heavy objects weigh­ing up to 50 pounds; frequent bending, stooping and kneeling; repetitive use of upper extremi­ties on a regular basis; manual dexterity to safely operate motorized equipment and vehicles; ability to operate an electric cart to pick up/deliver supplies to campus locations; ability to travel to various locations on and off campus as needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships involving interactions and com­munications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to effectively work alone or as a crew member; ability to work effectively under pressure on a variety of tasks concurrently while meet­ing established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily an indoor environment with limited exposure to inclement weather during travel to and from assigned work areas; work while wearing personal protection equipment; exposure to fumes from commercial cleaning products and noise from vacuums and other cleaning equip­ment; occasional exposure to toxic or caustic chemicals and biological hazards; frequent expo­sure to loud or prolonged equipment noise; may be required to work at any district location during day and/or evening hours including weekends and/or holidays on an as-needed basis.