



## Position Description

<b>Position:</b> Custodial Supervisor	<b>Position Number:</b> 453501
<b>Department:</b> Facilities	<b>FLSA:</b> Exempt
<b>Reports to:</b> Director of Facilities and Construction	<b>Salary Range:</b> 7

### 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

- Plan, organize and coordinate custodial duties to ensure the campus environment is clean.
- Maintain inventories of supplies.
- Promote harmony in the department.
- Train assigned staff in proper cleaning methods and procedures and safety requirements.
- Inspect the cleaning of classrooms, hallways, restrooms.
- Maintain records and prepare reports of attendance, schedules, and recycling data.
- Take proactive steps to avoid complaints about custodial services. Address complaints promptly and appropriately.
- Operate a vehicle to deliver supplies, inspect areas, and pick up equipment.
- Perform related duties as assigned.

### Qualifications

#### **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.
- Perform all of the relevant duties of the position with only general direction.
- Work effectively in a shared governance environment.
- Provide customer support from a management level.
- Provide customer service protocol with a customer-service oriented priority.
- Use effectively a personal computer and a variety of job-related software applications.
- Conduct long-range planning.
- Communicate clearly and concisely, both orally and in writing.



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- Demonstrate effective communication in a multi-cultural environment with faculty, staff and students.
- Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.
- Coach and manage assigned staff.
- Estimate and requisition materials and supplies needed.
- Observe legal and defensive driving practices.
- Maintain records and prepare reports.
- Meet schedules and timelines.

### **Physical Abilities**

- Incumbent must be able to function effectively indoors and outdoors engaged in work of primarily an active nature.
- Requires the ability to maintain cardiovascular fitness to engage in strenuous physical labor.
- Requires near visual acuity to write, to read directions and product labels, and to observe environmental conditions.
- Requires sufficient hearing and speech for ordinary communication, to hear sound prompts from equipment, and to determine if equipment is functioning properly.
- Requires manual and finger dexterity to write and to clean and make minor repairs.
- Requires the ability to lift (from overhead, waist and floor levels, max. 75 lbs.), carry (max. 75 lbs.), push, pull, bend, squat, reach (from low, level, and overhead), and twist and turn head and trunk to clean and to remove trash, move furniture and equipment.
- Requires the ability to stand and walk for extended periods of time.

### **Education and Experience**

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

### **Licenses and Certificates**

- May require a valid driver's license.

### **Working Conditions**

- Work is performed indoors where minimal safety considerations exist.