

**San Jose/Evergreen Community College District
Supervisor Job Description**

Position: Custodial Services Supervisor

Department: Custodial Services

College: SJCC & EVC

Date: April 22, 2014

POSITION PURPOSE

Under general direction, the Custodial Services Supervisor assigns and reviews the work of staff responsible for providing custodial services for an assigned campus; oversees and participates in all work activities; and performs a variety of technical tasks relative to assigned area of responsibility.

NATURE and SCOPE

The Custodial Services Supervisor assists in developing daily work schedules, training custodians, providing needed supplies, solving unusual or difficult problems, and cleaning assigned areas.

KEY DUTIES and RESPONSIBILITIES

1. Plan, prioritize, assign, supervise and review the work of staff responsible for custodial maintenance of buildings and facilities on assigned campus.
2. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
3. Establish schedules and methods for providing custodial services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
4. Participate in the selection of custodial staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
5. Participate in the preparation and administration of the Custodial budget; submit budget recommendations; monitor expenditures.
6. Prepare reports on operations and activities.
7. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; train, counsel, discipline and terminate personnel according to established policies and procedures.
8. Distribute custodial supplies and material; maintain supplies and equipment inventory; requisition supplies and equipment.
9. Transport, store and maintain records on hazardous waste materials.
10. Perform minor repairs to equipment.
11. Operate assigned equipment and vehicles.
12. Stay abreast of new trends and innovations in the field of custodial maintenance.
13. Maintain records and reports on personnel and work performed.
14. Perform related duties and responsibilities as required.

EMPLOYMENT STANDARDS

Knowledge:

1. Operations, services and activities of a custodial maintenance program.
2. Principles of supervision, training and performance evaluation.
3. Modern and complex principles and practices of facilities maintenance.
4. Pertinent Federal, State, and local laws, codes and regulations.
5. Methods, procedures, materials and equipment used in custodial maintenance.
6. Record keeping methods and techniques.
7. Safe work practices.

Skills and Abilities:

1. Supervise, organize, and review the work of lower level staff.
2. Interpret and explain District policies and procedures.
3. Perform the full range of custodial duties.
4. Ensure the proper and safe use of cleaning chemicals and solvents.
5. Prepare clear and concise reports.
6. Make minor repairs to custodial equipment.
7. Distinguish hazardous chemicals.
8. Communicate clearly and concisely, both orally and in writing.
9. Use Microsoft Office software effectively including email communication.
10. Establish and maintain effective working relationships with those contacted in the course of work.
11. Maintain mental capacity which allows for effective interaction and communications with others.
12. Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

Education and Experience:

1. Equivalent to the completion of the twelfth grade or any combination of education, training, or certification that provides the required knowledge and skills
2. Two years of increasingly responsible custodial experience.
3. Lead or Supervisory experience.
4. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and

groups who may have experienced discrimination.

Licenses and Requirements:

1. Possession of, or ability to obtain, an appropriate valid California driver's license.

Working Conditions:

1. Typical indoor/outdoor environment.

Physical Conditions:

1. This classification requires oral communication with individuals and small groups, including persuasive communication; visual comparison; listening; interpretation of data to draw conclusions; climbing ladders and stairs; bending; pulling; pushing; moving moderate to heavy objects; reaching overhead; stooping; exposure to fumes, changing weather conditions, dust and other environmental factors; exposure to chemicals; manual dexterity; operating a motor vehicle; attention to details; and flexibility in order to perform the essential functions.

Date Approved: 9/06; 04/22/14

Salary Range: S103 (reclassified from S-88)

EEO-Category: 2B6 – Service/Maintenance