



### CUSTODIAL OPERATIONS SUPERVISOR

**SALARY GRADE:** [C4-52](#)

**DEFINITION:**

Under the general direction of the Manager, Custodial Operations, supervises the day-to-day cleaning and care of the campus; performs routine and specialized cleaning tasks; inspects areas of responsibility to ensure cleaning standards are maintained; supervises custodial staff; conducts performance evaluations of assigned staff; supervises and directs the proper use of materials, supplies, equipment, and safe work habits. Responsible for directing all shift operations during absence of the manager.

**EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Maintain District cleaning standards and methods.
2. Establish work schedules for staff and make relief assignments as required.
3. Interview, select and hire employees; supervise, assign, direct and schedule work activities; explain how duties are to be carried out.
4. Evaluate the performance of assigned personnel; effectively communicate how the performance of duties will be measured; recommend promotions and rewards for service.
5. Approve monthly time and attendance records and approve requests for time off and additional time worked, including any overtime worked and compensatory time worked/taken.
6. Address and resolve a wide variety of concerns and complaints; adjust grievances; recommend transfers and reassignments.
7. Counsel employees; address performance problems through corrective disciplinary action; suspend and/or terminate personnel according to established policies and procedures.
8. Plan, coordinate and arrange for appropriate training for assigned personnel; develop and initiate departmental activities, orientations and in-services to review policies and procedures of the program, the College and changes on State regulations.
9. Assume responsibility of custodial operations during absence of the custodial manager.
10. Interpret and explain rules, regulations and procedures to staff.
11. Conduct training for staff on the proper use of materials and cleaning methods, including storing of materials and equipment, inventory control, inspections, MDS sheets, and preventive maintenance procedures for all equipment.
12. Assure safety standards, policies, and procedures are followed by all staff.
13. Inspect buildings for cleanliness, safety hazards, and needed repairs ,and prepare work orders.
14. Maintain inventory and assist in ordering of custodial supplies and equipment.
15. Prepare bulletins, correspondence and reports

16. Attend and conduct a variety of meetings as assigned.

17. Perform related duties as assigned.

## **EMPLOYMENT STANDARDS:**

### **Knowledge of:**

1. Principles and practices of supervision and training.
2. Record-keeping techniques.
3. Techniques for care and cleaning of buildings.
4. Quality and use of cleaning supplies and equipment.
5. Care and cleaning of various types of heating, ventilating, and lighting equipment.
6. Health and safety regulations and procedures.
7. Proper methods of storing equipment, materials and supplies.
8. Operation, use and care of specialized equipment including power tools and testing equipment.
9. Inventory methods and techniques.

### **Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Plan, coordinate and direct support services and day-to-day activities.
3. Train, supervise and evaluate assigned personnel.
4. Operate various computers, and software, mechanical, hand , power tools, and other related equipment.
5. Maintain accurate inventory and records of equipment and supplies.
6. Communicate effectively orally and in writing.
7. Learn, apply and explain policies, procedures, rules, and regulations.
8. Maintain cooperative working relationships using tact, patience, and courtesy.
9. Prioritize and schedule work to meet schedules and time lines.

### **Education and Experience**

Any combination equivalent to:

1. High school diploma.
2. Five (5) years of custodial or janitorial work, two of which are in a supervisory role.

## **WORKING CONDITIONS:**

### **Environment:**

1. Indoor and outdoor work environment.

### **Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate a computer keyboard.
3. Vision to read various materials.
4. Standing for extended periods of time.
5. Bending at the waist, kneeling or crouching.
6. Lifting, carrying, pushing or pulling objects up to 20 lbs.

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