



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

SUPERVISOR OF CUSTODIAL OPERATIONS

A Classified Supervisory Position (Exempt)
Grade 189E – Salary Schedule 35

A. General Statement

The Supervisor of Custodial Operations performs skilled labor at the supervisory level involved in the planning, supervision, coordination and evaluation of custodial maintenance services. Under direction, the employee is responsible for planning, prioritizing, assigning and evaluating a variety of workload and assignments to custodial staff, and for evaluating the work of staff as required. Public contact is extensive, primarily involving department and College staff, but including vendors, contractors and related business representatives for the purpose of exchanging information related to facilities set-up; special event planning; safety; supply inventory and orders; and a variety of other issues. A moderate to high degree of independent judgment is required to plan the use of resources, develop priorities, assess employee skills, coordinate team and individual projects and evaluate outcomes. Consequences of errors in judgment could be costly in employee time, public relations and in money; however serious consequences are limited by management controls. The Supervisor of Custodial Operations can supervise the work of custodial, student assistants, volunteers and others as assigned.

B. Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Exchanges information with department managers, lead personnel and other staff to plan, prioritize, coordinate and evaluate such issues as routine and special work orders, priorities and work schedules
2. Facilities set-up and event planning
3. Coordinates staffing; supplies equipment and other resources; safety procedures; policies; safety and other training; performance standards and evaluation; use of available budget; new employee selection, training and skills assessment; installation and repair of equipment and needed facility modifications; contractor and vendor projects; and a variety of other issues
4. Attends workshops, conference, meetings and participates in other activities to obtain and share current information
5. Trains, schedules, supervises and evaluates the work of custodial, staff as assigned
6. Participates in the selection of new employees
7. Assists other management staff in skills assessment activities as assigned
8. Trains staff on, and promotes compliance with safety policies, procedures and use of safety equipment and supplies

9. Establishes employee performance standards and evaluation techniques in conjunction with other management staff
10. Drives a motor vehicle to pick up and deliver staff, materials, equipment and supplies as needed
11. Inspects work sites to assure desired quality of delivered services
12. Plans for and estimates needed resources, such as equipment and supplies
13. Directs and participates in the inventory of department supplies and in conjunction with other department staff;
14. Sets up and maintains records and files of equipment and supply usage, required maintenance, inventory, required safety procedures, employee work schedules and job assignments, facility locations and unique cleaning and a variety of other documentation
15. Enters, modifies and retrieves online data
16. Sets up and maintains online logs, inventory, cleaning and repair schedules, and a variety of other information; uses a database and/or a variety of software to produce reports as assigned
17. Develops specifications for the purchase of custodial equipment and supplies
18. Confers with other management staff regarding the sharing of districtwide resources
19. Performs other related duties as assigned

C. Requirements

1. Graduation from high school and college courses in supervision and management
2. Completion of a training course in custodial maintenance
3. Successful custodial work experience that has included demonstrated skill in the use of safety procedures, commonly-used cleaning equipment, tools, solutions and supplies, including applicable chemicals
4. Skill in the operation of common mechanical and electrical equipment related to building and facility cleaning and general maintenance
5. Demonstrated skill in the use of safety and sanitary equipment and procedures
6. Extensive public contact experience with people of diverse cultures, language groups and abilities
7. Skill in supervising, leading, directing, and evaluating the work of others
8. Demonstrated skill in following oral and written instructions
9. Demonstrated skill in training and directing the work of others
10. Skill in the use of a computer to enter, modify, and retrieve data
11. Possession of a valid California Driver's license (or the ability to obtain one) and the ability to drive a motor vehicle on campus and to off-campus locations

OR

An equivalent combination of education and experience

D. Physical/Other Requirements

This classification requires oral communication with individuals and 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.

E. Knowledge, Skills & Abilities

1. Knowledge of common custodial maintenance equipment, tools, supplies, and routine maintenance procedures
2. Knowledge of safety procedures, equipment and techniques related to custodial work.
3. Skill in directing, coordinating and evaluating the work of others, including establishment of performance standards
4. Skill in workload and project planning, prioritizing and outcome evaluation

5. Skill in motivating and leading efficient and effective customer service and quality-oriented work teams
6. Skill in communicating respectfully and sensitively with people of diverse cultures, language groups and abilities
7. Skill in using a computer to enter, modify and retrieve data
8. Skill in oral communication, including giving clear and concise instructions
9. Skill in written communication
10. Skill in multi-tasking to meet established deadlines.
11. Ability to work effectively as part of a management team

(3/2015)