Title: Custodial Supervisor

Department: Facilities  Reports to title: Dir. Of Auxiliary Services/Facilities

Full Time: X  Part Time: _______  Date Prepared: 03/18/2019

Position Grade: SM-1  Regular Daily Work Schedule: 6am to 2:30pm

Pay Type: Weekly X Monthly _____ Months Per Year: 12 _____ Hours Per Week: 40____

(Summer Months)  Months Per Year: _____ Hours Per Week:_____

1. Summary of Position:

The Custodial Supervisor supervises custodial staff and oversees the cleanliness and sanitation and maintenance of academic, administrative and dormitory buildings. Areas include; offices, classrooms, fitness center, laboratories, dormitory rooms, furnishings and equipment as well as building entrances and exterior walkways. This is a working supervisory position dictated by staffing, meaning the person in the position will need to perform custodial duties as needed.

The Custodial Supervisor takes appropriate actions to support a diverse workforce and participates in the College’s efforts to create a respectful, inclusive, and welcoming work environment.

Work schedule: The position is designated as providing essential services and may be required to report to work, or remain on duty even when the College is closed. Our work is central to student life and their needs occur at a variety of times throughout the day, week, and year and in such, a flexible schedule with extended shift times may be required. The work schedule may vary and corresponds to the College’s operational needs, but generally is Monday through Friday.

2. Principal Duties and Responsibilities:

80% - Supervision

• Hire, train, supervise and evaluate Custodial staff
• Assist Special Services in overseeing office moves and special events
• Develop, plan and coordinate work assignments including Summer Conferences and other College events
• Utilize various software tools, including School Dude, TMA, EMS, Star Rez for efficiency Process payroll

15% Custodial Operations

• Submit reports
• Address issues related to work requests
• Address dormitory related issues
• Assist with snow and ice removal
• Perform custodial duties as needed
• Respond to emergencies

5% Perform other duties/functions as requested.
All employees are expected to participate in the College’s efforts to create a respectful, inclusive, and welcoming work environment

3. **Internal-External Interaction/Communication:**

Straight forward interactions with broad-based range of inquiries requiring additional research and creating original written communications. Internal and external interaction with a variety of contacts.

4. **Education:** (include certifications and licenses)

   **Required:**
   - High School or Vocational Diploma, or equivalent
   - Valid Driver’s License and successful credentialing is required in order to operate college vehicles

   **Preferred:**
   - Associates Degree in business
   - DOT Requirements for operating a CMV (operation of a vehicle in excess of 10,000 lbs. GVWR, or more than 9 passengers)

5. **Experience:** (List specific skills necessary to perform this job)

   **Required:**
   - 2 years of custodial or equivalent experience
   - Demonstrated supervisory and/or leadership skills
   - Commitment to, experience with, and ability to work effectively with a broad spectrum of individuals from a variety of diverse backgrounds.
   - Strong customer service, time management, organizational, problem solving and project management skills
   - Demonstrated verbal and written communication, and interpersonal skills
   - Working knowledge of Microsoft Office and the ability to learn new software programs
   - Attention to detail
   - An acceptable criminal offender records information (CORI) check
   - Successful completion of pre-employment physical and lift test

   **Preferred:** Similar role at an academic institution or large facility.

6. **Environmental and Physical Demands:** (Please describe the work environment and unusual physical demands, i.e. lifting requirements.)

   Frequent lifting, carrying, pushing, and pulling 30 lbs; occasional lifting, carrying, pushing, and pulling over 30 lbs and up to 50 lbs with assistance and occasionally on own. Moving large furniture with assistance. Repetitive motions including; arms, wrists, hands, fingers and knees. Visual – close concentration/manual dexterity. Frequent movement including reaching,
bending, standing, walking, ascending/descending stairs and ladders. Outdoor elements including exposure to fluctuations in temperature and weather conditions. Hazardous materials including chemicals and biological. Other exposures include dust, odors, wet/slippery conditions, and blood borne pathogens.

7. **Decision Making:**

Perform supervisory and management activities as directed by the Director of Custodial and Auxiliary Services including:

- Address performance issues
- Provide feedback for planning events
- Developing work assignments
- Hiring staff, both full time and casual

8. **Supervision Exercised/Received:**

Moderate supervision received. Position supervises up to 3 student workers, and oversees up to 40 students workers during commencement and reunion events

Supervisory Responsibility: Yes X No ___

Number of Employees Supervised: 26 custodial staff