



West Valley - Mission

Community College District

CLASS SPECIFICATION

SUPERVISOR, CUSTODIAL SERVICES

Supervisory Position (Non-Exempt Status)

Supervisors Salary Schedule – Range 15

DEFINITION

To plan, organize, direct, and supervise night shift custodial operations within the facilities department; and to perform a variety of technical tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Director, Facilities Maintenance.

Exercises direct supervision over assigned maintenance staff.

EXAMPLES OF ESSENTIAL DUTIES - Duties may include, but are not limited to, the following:

Recommend and assist in the implementation of goals and objectives; establish schedules and methods for performance of custodial functions; implement policies and procedures.

Plan, prioritize, assign, supervise, and review the work of staff involved in night shift custodial work on a college campus.

Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.

Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

Distribute materials and supplies to custodial staff on campus grounds; prepare requisitions and order supplies.

Coordinate requests for set up and moving of furniture and equipment for special events; schedule large, periodic custodial assignments such as carpet or window cleaning.

Conduct daily campus and building inspections in order to maintain a safe and sanitary environment; report unsafe conditions and submit work orders for needed repairs.

Answer questions and provide information to students, staff, administrators and others; investigate complaints and recommend corrective action as necessary to resolve complaints.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Prescribed use of chemicals, disinfectants, and cleaning products.

Equipment, tools, and materials used in custodial work.

Principles and practices of supervision, training, and performance evaluations.

Principles and practices of budget monitoring.

Principles and practices of safety management.

Pertinent local, state, and federal laws, ordinances, and rules.

Ability to:

Organize, implement, and direct custodial operations/activities.

On a continuous basis, know and understand all aspects of the job; intermittently analyze work papers, reports and special projects; identify and interpret technical and numerical information; observe and problem solve operational and technical policy and procedures.

On a continuous basis, sit at desk for long periods of time; intermittently walk, stand, bend and twist to operate cleaning equipment; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 50 pounds or less.

Interpret and explain pertinent safety and hazardous materials requirements, and department policies and procedures.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Supervise, train, and evaluate assigned staff.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

Work beyond normal business hours, attend evening meetings, and/or perform weekend work.

Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Four years of increasingly responsible experience in custodial services, including one year providing technical and functional supervision over assigned staff.

Education:

Equivalent to an Associate's degree from an accredited college with major coursework in a general education or a related field.

License and Certificate

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

EEO Category: Professional Non-Faculty

Date Approved: November 1, 2016