POSITION PURPOSE

Reporting to an assigned administrator, manage, plan, organize, and supervise the day-to-day cleaning and care of the campus buildings and related facilities.

NATURE and SCOPE

The Evening Custodial Manager supervises Custodians levels I, II and III.

This is a working manager and first line of supervisory class, with responsibility for the overall management of custodial services. Participates in the cleaning of campus facilities. Instructs staff in the proper and safe use of materials and equipment; inspects buildings to determine if proper custodial methods are being followed and standards are maintained; researches price and quality of custodial supplies. Requisitions custodial supplies and equipment; submits budget estimates for custodial department to supervisors; confers with supervisor and college administrators regarding care and cleaning problems and needs.

KEY DUTIES and RESPONSIBILITIES

1. Recommends and assists in the implementation of goals and objectives, establish schedules and methods for building maintenance; implement policies and procedures.

2. Plans, prioritizes assigns, and participates in performing a variety of cleaning tasks while supervising a group of custodians.

3. Prepares work schedules, and make relief assignments as required. Prepare vacation and summer work schedules for custodial force.

4. Inspects equipment, verify work progress and completed work of custodians for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications.

5. Inspects buildings with respect to health and safety standards and prepare inspection reports.

6. Participates in the selection, training, motivation and evaluation of staff; participate in monitoring employee performance objectives; prepare employee performance reviews; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.

7. Purchases necessary supplies, materials and equipment.

8. Participates in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for needed custodial equipment and materials; monitor and control expenditures.

9. Prepares necessary records and reports; prepare project status reports; maintain records of projects, activities, and materials used; supervise the maintenance of time, material, and equipment use records.

10. Prepares instructional bulletins, correspondence, and reports.

11. Supports, implements, and promotes compliance with the District's Diversity and Equal Opportunity Plan in all aspects of employment and education; encourages cultural and ethnic diversity in staffing, curriculum, programs, and services.
12. Assures compliance with the District’s Injury and Illness Prevention Program by providing motivation, incentives, and discipline to assigned staff; maintains a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.

13. Performs other related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Knowledge of modern custodial methods, materials and equipment used in institutional setting.
2. Knowledge of principles of supervision, training, and performance evaluation.
3. Quality and use of cleaning supplies and equipment.
4. Care and cleaning of various types of heating, ventilating, and lighting equipment.
5. Safety rules and regulations applicable to the operation of equipment and performance of custodial duties; Hazardous Materials Waste Management.
6. Modern office practices, methods, and computer equipment.
7. Principles and procedures for record keeping and reporting.
9. Safe driving principles and practices.

Skills and Abilities:

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, cultural, disability, religious background and sexual orientation of community college students, faculty and staff.
2. Lay out work assignments and to organize a program and see that it is carried out.
3. Work with, train, instruct, supervise, and evaluate the custodial staff.
4. Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations.
5. Communicate clearly and concisely, both orally and in writing.
6. Maintain working relationships with those contacted in the course work.

Education and Experience:

1. Associates degree or the equivalent.
2. Bachelor’s degree preferred.
3. Five years of experience in custodial work, including two years in an increasingly responsible management or supervisory capacity.

Certification:

Possession of an appropriate California operator's license issued by the State Department of Motor Vehicles.

Working Conditions:

1. Typical custodial environment
2. Grave shift
3. Evening hours

Date Approved:
Range: F
EEO-Category: H-11