Employment Opportunity
Custodian Supervisor
CL07-61 (Maintenance & Operations)

Initial screening of applications begins Friday, January 18, 2008, and applications will be accepted until the position is filled

About the Position
This full time position will plan, organize and direct the District custodial maintenance program of Cabrillo College. Responsibilities include supervising, organizing and reviewing the work of custodial workers. Successful performance of the work requires the use of considerable independence, initiative and discretion within established guidelines.

Examples of Duties
Under direction of the Director of Maintenance & Operations,

- Develops and implements goals, procedures, and work standards for custodial activities
- Participates in the development of and monitors the custodial budget
- Plans, schedules, assigns, reviews, and directs the work of staff engaged in custodial activities
- Confers with administrators and staff regarding custodial activities or problems
- Participates in the hiring and evaluation of custodial staff
- Trains staff in work and safety procedures related to custodial duties and in the operation and use of equipment and supplies
- Authorizes purchase of supplies and equipment for custodial activities
- Interprets drawings, diagrams, specifications and blueprints as required
- Drives college vehicles to inspect work sites, work in progress and work completed
- Ensures conformity with work orders and specifications
- Ensures safe work practices and procedures are followed
- Performs a variety of custodial and related work
- Evaluates the advisability of contract work for assigned projects
- Inspects contract work for conformity with specifications
- Responds to questions and complaints and works to ensure satisfactory resolution
- Ensures adequate supply inventories
- Prepares periodic and special reports of custodial activities; maintains a variety of reports and records
- Recommends and implements improved work methods and procedures
- Participates in repair of buildings and equipment
- Serves on College committees as required or assigned
- Performs related duties as required or assigned

Qualifications
Three years of increasingly responsible experience performing custodial duties. One semester of college level course work in human relations, supervision, or related field or experience. Additional experience as outlined above may be substituted for the college level coursework.
Knowledge of:
- Basic supervisory principles and practices
- Methods, materials, tools and equipment used in custodial and maintenance work
- Safe work methods and safety precautions related to the work
- Applicable codes and regulations
- Modern cleaning methods and preferred methods of cleaning and preserving floors, walls, and fixtures; tools, supplies, and equipment required in custodial work; cleaning materials, disinfectants, and equipment used in custodial work
- Basic budgetary and administrative principles and practices
- Safe driving and operation of college vehicles

Skill in:
- Planning, directing, assigning, scheduling, and evaluating staff
- Providing work and safety instruction to staff
- Developing, implementing and interpreting goals, policies, procedures and work standards
- Analyzing problems, evaluating alternatives and making creative recommendations
- Exercising sound independent judgment within general policy guidelines
- Preparing clear, concise and competent reports, correspondence and other written materials
- Estimating time and material requirements for assigned projects
- Reading and interpreting plans, blueprints and specifications
- Establishing and maintaining effective working relations with those contacted in the course of the work
- Safe driving and operation of District Vehicles

Other Requirements:
- Must possess and maintain a valid California Class C driver’s license
- Must be insurable by the employer's insurance carrier at all times while employed in this classification
- Must be willing to respond to emergencies in off-hours as necessary
- Must possess sufficient strength and stamina to lift and carry equipment weighing up to 50 pounds
- Must be able and willing to work evenings and/or nights at various college locations

Desirable:
- Possession of a California Class B driver’s license

Salary
Seven-step schedule ranges from $3,466.58 to $4647.42 per month, plus fringe benefits. Full time (225 day) management assignment, 12 months per year, Monday through Thursday, 7:30 p.m. to 4:30 a.m., Friday, 6:30 p.m. to 3:30 a.m. Position scheduled to begin pending funding and Governing Board ratification.

Cabrillo College provides a benefit stipend up to $6,754.80 per year for employee only and up to $12,849.36 per year for employee plus one dependent, and $17,680.20 per year for employee plus two dependents, for medical, dental, life insurance and long-term disability insurance.
How to Apply

Application forms may be obtained through the Human Resources web site: http://www.cabrillo.edu/services/hr/apps/index.html OR at the office location noted below:

Cabrillo College, Human Resources Department  
6500 Soquel Drive, Aptos, CA 95003  
Phone: (831) 479-6217  
Fax: (831) 477-3545

Postmarks or E-mail transmittals are not accepted

*Each applicant must submit:

a) Completed and signed Cabrillo College application  
b) Resume – job related  
c) Three recent letters of recommendation which address the candidate’s ability to perform the duties of this position  
d) Criminal History Inquiry Supplemental to Application  
e) Verification of educational qualifications (Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant).
   • Transcripts from all colleges attended (copies are acceptable) OR official proof of request for transcripts to demonstrate the qualification re: college coursework listed in this announcement. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees, or other documents as may be required.  
f) A one-page (typewritten) response to the following:
   • Describe your philosophy regarding the role of the Custodian Supervisor in a community college environment and how you see the position fostering this philosophy  
g) Current California Class C driver’s license  
h) Current DMV print-out

*If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.

Selection Procedure

Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted. A performance exercise may be a part of the evaluation process.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

Application Deadline

Initial screening of applications begins Friday, January 18, 2008, and applications will be accepted until the position is filled. (Postmarks or e-mail transmittals are not accepted.)

*Please note: Cabrillo College will be closed beginning Thursday, November 22, 2007 and will reopen on Monday, November 26, 2007, and beginning Monday, December 24, 2007 and will reopen Wednesday, January 2, 2008 for the receipt of application materials.

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.