CABRILLO COLLEGE

CUSTODIAN SUPERVISOR
CLASSIFIED MANAGEMENT

JOB DESCRIPTION

Under the direction of the Maintenance and Operations Manager, plans, organizes and directs the College's custodial maintenance program of the district. Performs related work as assigned.

SCOPE

The Custodian Supervisor performs assignments under the direction of the Maintenance and Operations Manager, providing leadership and services to all segments of the College. Responsibilities include supervising, planning, 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. This class is distinguished from Maintenance and Operations Manager in that the latter has management level responsibility for facilities, grounds and equipment maintenance and custodial services.

TYPICAL DUTIES AND RESPONSIBILITIES

- Develops and implements goals, procedures, and work standards for custodian activities
- Participates in the development of and monitors the assigned 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 of custodial staff
- Trains staff in work procedures 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
- Inspects 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 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 and maintains a variety of reports and records
- Prepares periodic and special reports of custodial activities
- 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

Minimum Education and Experience:

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 exceeding or equivalent to same.

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

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

Other Requirements:

- Must possess a valid Class C California driver's license; possession of a Class B license is desirable
- 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 on and off campus locations

First Reading: March 4, 1996
Second Reading/Approval: April 1, 1996

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