

PALOMAR COMMUNITY COLLEGE DISTRICT

ASSISTANT SUPERVISOR, CUSTODIAL SERVICES

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Direct, schedule, inspect, supervise and evaluate the work performance of night shift custodial staff, substitutes and student workers; direct and participate in the cleaning, maintenance and special set-up of College facilities.

SUPERVISION RECEIVED AND EXERCISED

This position receives direction from the Supervisor of Custodial Services and exercises supervision over assigned staff.

ESSENTIAL FUNCTION STATEMENTS

Essential duties and other important responsibilities/duties may include, but are not limited to, the following:

1. Direct and schedule District night custodial operations and activities; train, assign, supervise and evaluate the work performance of assigned personnel; inspect and supervise the work of night shift custodial staff, substitutes and student workers; promote, discipline and terminate personnel in accordance with established policies and procedures.
2. Assign regular work schedules to assure assigned areas are maintained in safe, clean, sanitary and orderly conditions; inspect the set-up and cleanliness of classrooms, offices, meeting areas, walkways, gym, locker rooms, cafeteria, rest rooms and showers to assure facilities are ready for daily use.
3. Inspect classrooms, offices and other District facilities for security, safety and damage; lock and unlock doors; respond to alarms and inspect areas for unauthorized entry; report dangerous and unsightly conditions and needed repairs to security or maintenance personnel; perform minor repair to custodial equipment and facilities.
4. Assure adequate staffing levels to provide proper custodial coverage; receive calls from custodial staff unable to work and obtain substitutes or adjust workloads as necessary.
5. Determine quantities and types of supplies and equipment needed; assist in placing orders; obtain needed custodial supplies from storeroom and distribute to appropriate locations to assure custodial staff has adequate supplies and equipment to perform assigned tasks.
6. Train and instruct custodians and student workers; assist in the interviewing and selection of custodial staff; supervise and evaluate assigned custodial staff.
7. Participate in a variety of custodial services, including pickup and disposal of trash, sweeping, mopping, stripping, waxing and polishing floors, dusting, disinfecting, and shampooing and extracting carpets; participate in major cleaning of the College during the summer months and holiday breaks.

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8. Prepare and maintain a variety of reports and records such as daily activity logs, custodial supplies inventory, work requests, personnel, safety and damage issues and repair needs; control department budget according to established policies and procedures.
9. Perform a variety of maintenance duties, including changing light bulbs, mounting dispensers, chalkboards, bulletin boards and pencil sharpeners; operate hand and power tools to perform maintenance and minor repair duties.
10. Plan, coordinate and transport equipment for needed repairs; provide for replacement equipment as needed.
11. Direct and participate in cleaning, moving furniture and setting up equipment to relocate offices and to set up for meetings and special events; lift, move and transport chairs, tables and other items used for meetings and special events such as band concerts and stage work for musicals; strike setups following events and return items to appropriate location.
12. Clean and dispose of hazardous or infectious materials, including chemical solutions, hypodermic needles, infectious waste, broken test tubes, and petri dishes.
13. Operate District vehicles, high-speed buffers, floor scrubbing machines, vacuums, pressure washers, blowers, gas and electric carts, forklifts, sweepers, carpet shampooer and extractor, and hand and power tools.
14. Support, implement and promote compliance with the District's Faculty and Staff Diversity Plan in all aspects of employment and education; encourage cultural and ethnic diversity in staffing, curriculum, programs and services.
15. Assure compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives and discipline to assigned staff; maintain a safe work environment, enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation and requiring employees to receive mandated training.
16. Participate in shared governance through service on planning and/or operations committees and task forces.
17. Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles and practices of supervision and training.
- District organization, operations, policies and objectives.
- Policies and objectives of assigned program and activities.
- Methods of organizing, scheduling and prioritizing work loads.
- Proper methods, techniques, materials, tools and equipment used in modern custodial work.
- Proper methods of cleaning and preserving floors, walls and furniture.
- Requirements for maintaining District buildings in a safe, clean and orderly condition.
- Methods, equipment, tools and materials used in cleaning buildings and equipment.

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Knowledge of:

- Proper methods of storing equipment, materials and supplies.
- Appropriate safety precautions and procedures.
- Chemical cleaners and their safe use.
- Proper application of non-toxic pesticides.
- Proper methods of cleaning and disposing of hazardous chemical or infectious wastes.
- Recordkeeping techniques.

Ability to:

- Direct, schedule, inspect, supervise and evaluate the work performance of night shift custodial staff, substitutes and student workers.
- Train, supervise and evaluate personnel.
- Plan work assignments and assure proper staffing levels.
- Participate in the cleaning maintenance and setup of College facilities.
- Use cleaning materials, equipment and methods safely, efficiently and according to predetermined standards.
- Evaluate the effectiveness of various supplies and equipment.
- Estimate and requisition needed custodial supplies and equipment.
- Maintain tools and equipment in a clean and proper working condition and provide proper security.
- Analyze situations accurately and adopt an effective course of action including emergency and late night situations.
- Operate a vehicle observing legal and defensive driving practices.
- Understand and follow oral and written directions.
- Confer with site administrators and supervisor regarding custodial needs, schedules and concerns.
- Maintain records and prepare reports.
- Lift and carry objects weighing up to 60 pounds.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.

EXPERIENCE AND EDUCATION

Any combination equivalent to graduation from high school and three years increasingly responsible custodial experience, including at least one year in a lead capacity. Possession of a valid California Driver's License.

WORKING CONDITIONS

Work includes indoor and outdoor environments. Subject to lifting, climbing, bending, pulling, chemical fumes and hazardous materials.