

## **PALOMAR COMMUNITY COLLEGE DISTRICT**

### **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 day, night and weekend custodial staff, substitutes and student workers; direct and participate in the cleaning of College facilities.

#### **SUPERVISION RECEIVED AND EXERCISED**

This position receives direction from the Director of Facilities 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 the operations and activities of District custodial services functions; train, assign, supervise and evaluate the work performance of assigned personnel; promote, discipline and terminate personnel in accordance with established policies and procedures.
2. Inspect and supervise the work of day, night and weekend custodial staff, substitutes and student workers to provide clean, sanitary and healthy District facilities.
3. Plan, assign and inspect the cleaning rooms, offices, halls, fixtures and equipment requiring such activities as sweeping, mopping, scrubbing, polishing, dusting, waxing and disinfecting.
4. Assign regular work schedules to assure the cleanliness and safe conditions of buildings; inspect the cleanliness of the classrooms, offices, gym, locker rooms, cafeteria, rest rooms and showers.
5. 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.
6. Plan, research and determine best source for custodial equipment and supplies; purchase supplies on open purchase accounts or prepare requisitions and place orders for needed supplies; inform purchasing personnel of proper paper and custodial supplies to order for in-stock supplies; receive, store, and maintain stock control and deliver custodial supplies and equipment to custodians.
7. Prepare and maintain records and reports related to custodial supplies, inventory, budget, work requests, personnel, injuries, equipment and facilities; develop and control annual department budget according to established policies and procedures.
8. Establish and maintain custodial safety practices and assure compliance; evaluate products and equipment for safety; conduct periodic safety training in proper use and handling of disinfectants and other potentially dangerous chemicals; maintain required Material Safety Data Sheets according to regulations.

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9. Train and instruct custodians and student workers; assign and review the work performance of assigned personnel; conduct training programs; assist in the selection of assigned staff.
10. Maintain and repair custodial equipment and perform general and preventive maintenance duties.
11. Inspect classrooms and offices for security and safety; determine and report dangerous and unsightly conditions and needed repairs to maintenance personnel; perform minor repair to custodial equipment and facilities; lock and unlock gates.
12. Confer with administration, faculty and staff to coordinate set-ups and special events both on and off campus; coordinate and participate in the moving of furniture and equipment to relocate offices and to set-up for meetings and special events; plan moves to assure minimum disruption to cleaning schedules and classroom activities.
13. Respond to requests and emergency calls and provide telephone consultation on weekends or other off-duty hours as necessary; respond to a variety of criminal and safety issues, including crimes in progress, class disruptions, fights and thefts.
14. Clean and dispose of hazardous or infectious materials, including chemical solutions, hypodermic needles, infectious waste and broken test tubes.
15. Direct and participate in the major cleaning of the College during the summer months and holiday breaks and participate in other custodial activities as needed.
16. Operate District vehicles, electric carts, forklifts, floor machines, buffers, vacuums, carpet extractors, floor dryers and electric hoist.
17. 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.
18. 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.
19. Participate in shared governance through service on planning and/or operations committees and task forces.
20. Perform related duties as assigned.

**QUALIFICATIONS**

**Knowledge of:**

- Principles and practices of supervision and training.
- District organization, operations, policies and objectives.
- Applicable codes, including penal, vehicle, welfare and institution, health and safety codes.
- Investigative techniques and evidence-handling procedures.
- 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.
- Requirements for maintaining District buildings in a safe, clean and orderly condition.
- Carpet care and general floor maintenance.

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**Knowledge of:**

- Methods, equipment, tools and materials used in cleaning buildings and equipment.
- Proper methods of storing equipment, materials and supplies.
- Appropriate safety precautions and procedures.
- Modern cleaning chemicals and their safe use.
- Proper methods of cleaning and disposing of hazardous chemical or infectious wastes.
- Inventory methods.
- Recordkeeping techniques, including hazardous materials requirements.
- Budget control methods.

**Ability to:**

- Direct, schedule, inspect, supervise and evaluate the work performance of day, night and weekend custodial staff, substitutes and student workers.
- Train, supervise and evaluate personnel.
- Prioritize and schedule work.
- Maintain current knowledge of technological advances in the field.
- Participate in the cleaning maintenance 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 order required custodial supplies and equipment.
- Estimate time and material needs for major custodial projects.
- 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 four years increasingly responsible custodial experience, including at least one year in a supervisory capacity. Possession of a valid California Driver's License.

**WORKING CONDITIONS**

Work includes indoor and outdoor environment. Subject to lifting, climbing, bending, pulling, chemical fumes and hazardous materials. Exposure to hostile and abusive individuals.