

PALOMAR COMMUNITY COLLEGE DISTRICT

Classification Title: Supervisor I, Custodial Services

Department: Custodial Services

FLSA Status: Non-exempt

Staff Category: Confidential and Supervisory Team (CAST)

Salary Range: 36

Supervision Received From: Supervisor II, Custodial Services

Original Date: August, 2014

Supervision Given: Assigned classified, short-term, student, and volunteer staff in Custodial Services

Last Revision: October, 2015

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.

JOB SUMMARY.

Responsible for scheduling, inspecting, supervising, and evaluating the work performance of assigned custodial staff, substitutes, and student workers; coordinates and participates in the cleaning, maintenance, and special set-up of District facilities.

DISTINGUISHING CHARACTERISTICS.

The Supervisor I, Custodial Services is distinguished from the Supervisor II, Custodial Services in that it assists in the oversight and supervision of Custodial Services operations, whereas the Supervisor II, Custodial Services is responsible for full oversight and planning of all Custodial Services functions.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS. Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities, subject to management concurrence and in accordance with applicable College policies, which includes: selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending salary reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Supervises, plans, arranges, maintains, and schedules District custodial operations and activities; recommends and implements work priorities and adjusts work assignments to ensure operational efficiency.
3. Assigns regular work schedules to ensure assigned areas are maintained in safe, clean, sanitary, and orderly conditions; inspects the set-up and cleanliness of classrooms, offices, meeting areas, walkways, gym, locker rooms, cafeteria, restrooms and showers to ensure facilities are ready for daily use.
4. Inspects classrooms, offices, and other District facilities for security, safety, and damage; locks and unlocks doors; responds to alarms and inspects areas for unauthorized entry; reports dangerous and unsightly conditions and needed repairs to security or maintenance personnel; performs minor repairs to custodial equipment and facilities.
5. Ensures adequate staffing levels to provide proper custodial coverage; receives calls from custodial staff unable to work and obtains substitutes or adjusts workloads as necessary.
6. Determines quantities and types of supplies and equipment needed; assists in placing orders; obtains needed custodial supplies from storeroom and distributes to appropriate locations to ensure custodial staff has adequate supplies and equipment to perform assigned tasks.
7. Participates in a variety of custodial services; collects and disposes of trash; sweeps, mops, strips, waxes, and polishes floors; dusts, disinfects, shampoos, and extracts carpets; participates in major cleaning of the College during the summer months and holiday breaks.

8. Prepares and maintains a variety of reports and records, including daily activity logs, custodial supplies inventory, work requests, personnel, safety and damage issues, and repair needs.
9. Performs a variety of maintenance duties, including changing light bulbs; disassembling furniture; mounting dispensers, chalkboards, bulletin boards and pencil sharpeners; and operating hand and power tools to perform maintenance and minor repair duties.
10. Plans, coordinates, and transports equipment for needed repairs; provides for replacement equipment as needed.
11. Supervises and participates in cleaning, moving furniture, and setting up equipment to relocate offices and to prepare for meetings and special events; lifts, moves, and transports chairs, tables, and other items used for meetings and special events, including Performing Arts productions.
12. Cleans and disposes of hazardous or infectious materials, including chemical solutions, hypodermic needles, infectious waste, broken test tubes, and petri dishes.
13. Operates District vehicles, high-speed buffers, floor scrubbing machines, vacuums, pressure washers, blowers, gas and electric carts, forklifts, sweepers, carpet shampooers and extractors, and hand and power tools.
14. Assists in the development and tracking of the departmental budget and applicable expenditures.
15. Ensures compliance with the District's Injury and Illness Prevention Program by providing motivation, incentives and discipline to assigned staff; maintains a safe work environment by enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation, and requiring employees to receive mandated training.

Marginal Functions:

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
2. Participates in shared governance through service on planning and/or operations committees and task forces.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Knowledge of:

1. Supervisory principles and practices.
2. Custodial principles, practices, and methodologies.
3. Materials, tools, and equipment used in modern custodial work.
4. Proper methods of cleaning and preserving floors, walls, and furniture.
5. Requirements for maintaining District buildings in a safe, clean, and orderly condition.
6. Methods, equipment, tools, and materials used in cleaning buildings and equipment.
7. Proper methods of storing equipment, materials, and supplies.
8. Appropriate safety precautions and procedures.
9. Chemical cleaners, including their reactive properties and safe use.
10. Basic budgeting principles.
11. Non-toxic pesticide application procedures.
12. Proper methods of cleaning and disposing of hazardous chemical or infectious wastes.
13. Recordkeeping techniques.

Skill in:

1. Supervising, training and evaluating the work of others.
2. Utilizing a computer and related software applications.

3. Interpreting and applying applicable rules, regulations, and policies.
4. Analyzing and troubleshooting difficult situations accurately and adopting effective courses of action.
5. Establishing and maintaining effective working relationships with those contacted in the course of work.
6. Planning work assignments and assuring proper staffing levels.
7. Participating in the cleaning maintenance and setup of District facilities.
8. Using cleaning materials, equipment, and methods safely, efficiently, and according to predetermined standards.
9. Evaluating the effectiveness of various supplies and equipment.
10. Estimating and requisitioning needed custodial supplies and equipment.
11. Maintaining tools and equipment in a clean and proper working condition and provide proper security.
12. Participating in the development and maintenance of department budget.
13. Operating a vehicle observing legal and defensive driving practices.
14. Understanding and follow oral and written directions.
15. Conferring with supervisory personnel regarding custodial needs, schedules and concerns.
16. Maintaining records and preparing reports.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of increasingly responsible custodial experience, including one year of lead experience.

Education/Training:

Completion of the twelfth grade.

WORKING CONDITIONS.

Environmental Conditions:

Work includes indoor and outdoor environments.

Physical Conditions:

Subject to lifting, climbing, bending, pulling, chemical fumes, and hazardous materials.