

PALOMAR COMMUNITY COLLEGE DISTRICT

Classification Title: Supervisor II, Custodial Services

Department: Custodial Services

FLSA Status: Non-Exempt

Staff Category: Confidential and Supervisory Team (CAST)

Salary Range: 41

Supervision Received From: Director, Facilities

Original Date: August, 2014

Supervision Given: Assigned supervisory, 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 the Supervisor I, Custodial Services and assigned custodial staff, substitutes, and student workers; coordinates and participates in the cleaning, maintenance, and special set-up of College facilities; performs division planning and budgeting activities.

DISTINGUISHING CHARACTERISTICS.

The Supervisor II, Custodial Services is distinguished from the Supervisor I, Custodial Services in its responsibility for full oversight, planning, and budgeting activities for Custodial Services operations.

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 and schedules the operations and activities of District custodial functions, including logistics, emergency and service calls, duty rosters, and work assignments.
3. Interprets, prioritizes, and assigns work orders and plans work schedules to ensure adequate service in an efficient and effective manner.
4. Plans and coordinates all custodial programs and establishes standards and procedures for work performance; interprets and translates District policies to staff and ensures compliance and adherence to applicable federal, state, and District safety regulations.
5. Plans, assigns, and inspects the cleaning of rooms, offices, halls, fixtures and equipment requiring such activities as sweeping, mopping, scrubbing, polishing, dusting, waxing and disinfecting.
6. Assigns regular work schedules Custodial Services staff to ensure the cleanliness and safe conditions of buildings; inspects the cleanliness of classrooms, offices, gym, locker rooms, cafeteria, restrooms and showers.
7. Plans, researches, and determines the best source for custodial equipment and supplies; purchases supplies on open purchase accounts; prepares requisitions and places orders for needed supplies; informs Purchasing and Warehouse personnel of proper paper and custodial supplies to order for in-stock supplies; receives, stores, and maintains stock control and delivers custodial supplies and equipment to Custodial Services personnel.

8. Prepares and maintains records and reports related to custodial supplies, inventory, budget, work requests, personnel, injuries, equipment, and facilities; develops, controls, and tracks the annual department budget and applicable expenditures according to established policies and procedures.
9. Establishes and maintains compliance with custodial safety practices; evaluates products and equipment for safety; conducts periodic safety training in the proper use and handling of disinfectants and other potentially dangerous chemicals; maintains required material safety data sheets according to regulations.
10. Maintains and repairs custodial equipment and performs general and preventive maintenance duties.
11. Inspects classrooms and offices for security and safety; determines and reports dangerous and unsightly conditions and needed repairs to maintenance personnel; performs minor repair to custodial equipment and facilities; locks and unlocks doors, gates, and related items.
12. Confers with administration, faculty and staff to coordinate set-ups and special events both on and off campus; coordinates and participates in the moving of furniture and equipment to relocate offices and to set-up for meetings and special events; plans moves to assure minimum disruption to cleaning schedules and classroom activities.
13. Responds to requests and emergency calls and provides telephone consultation during off-duty hours as necessary.
14. Cleans and disposes of hazardous or infectious materials, including chemical solutions, hypodermic needles, infectious waste, and broken test tubes.
15. Operates District vehicles, electric carts, forklifts, floor machines, buffers, vacuums, carpet extractors, floor dryers, and electric hoists.
16. Reviews and coordinates custodial services with external contract service providers and provides related direction and guidance.
17. Develops systems for the proper use and storage of cleaning supplies, chemicals, and equipment.
18. Supervises and coordinates insect and pest control of District facilities; obtains quotes for service; coordinates and contracts with professional pest control companies.
19. 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. District organization, operations, policies, and objectives.
3. Applicable codes, including penal, vehicle, welfare and institution, and health and safety codes.
4. Policies and objectives of assigned program and activities.
5. Proper methods, techniques, materials, tools, and equipment used in modern custodial work.
6. Requirements for maintaining District buildings in a safe, clean, and orderly condition.

7. Carpet care and general floor maintenance principles, practices, and methodologies.
8. Methods, equipment, tools and materials used in cleaning buildings and equipment.
9. Principles, practices, and methodologies of equipment, material, and supplies storage.
10. Appropriate safety precautions and procedures.
11. Modern cleaning chemicals and their safe use.
12. Proper methods of cleaning and disposing of hazardous chemical or infectious wastes.
13. Inventory maintenance principles, practices, and methodologies.
14. Pest and rodent control methods.
15. Recordkeeping techniques, including hazardous materials requirements.
16. Budgeting principles and practices.

Skill in:

1. Supervising, training, and directing 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. Prioritizing and scheduling work.
7. Maintaining current knowledge of technological advances in the field.
8. Participating in the cleaning maintenance of District facilities.
9. Using cleaning materials, equipment, and methods safely, efficiently, and according to predetermined standards.
10. Evaluating the effectiveness of various supplies and equipment.
11. Estimating and ordering required custodial supplies and equipment.
12. Estimating time and material needs for major custodial projects.
13. Maintaining tools and equipment in a clean and proper working condition.
14. Understanding and following oral and written directions.
15. Conferring with supervisory personnel regarding custodial needs, schedules, and concerns.
16. Maintaining records and preparing reports.
17. Controlling and identifying insect and rodent habitats.

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:

Four years of increasingly responsible custodial experience, including one year of supervisory 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.