



Classification Title: Manager, Custodial Services

Department:	Custodial Services	EEO6 Code:	1
Employee Group:	Administrative Association (Classified Administrator)	Salary Grade:	50
Supervision Received From:	Director, Facilities	Date of Origin:	August 2023
Supervision Given:	Assigned Supervisory, Classified, hourly, and volunteer employees	Last Revision:	August 2023

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 by individual positions.

JOB SUMMARY.

Manages, plans, coordinates and administers day-to-day custodial services operations on a District-wide basis; manages and oversees the development of service standards and procedures to ensure conformance with District safety regulations and all applicable regulatory requirements; responds to requests for service from college departments and education centers.

DISTINGUISHING CHARACTERISTICS.

Manager, Custodial Services is responsible for planning, managing and coordinating custodial services functions and operations on a District-wide basis. This class is distinguished from other Manager classifications in Facilities by its specialization in maintaining the cleanliness and safety of District buildings and facilities.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities in accordance with relevant District policies, procedures, and applicable employee contracts/handbooks, 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 reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. Plans, manages, coordinates, and evaluates operations of the Custodial Services department; manages, oversees and monitors the development and implementation of comprehensive inspection, maintenance and service schedules for custodial services in all District buildings, structures, equipment and grounds including all educational centers; manages and oversees the maintenance and repair of custodial equipment for all District properties; coordinates with the office of Instruction to ensure that Custodial operations are properly tailored to the needs of Instruction.
3. Manages and oversees the development, implementation and evaluation of Custodial Services standards and procedures to ensure District buildings, facilities, fixtures and equipment are maintained in a safe and sanitary condition for use by staff, students and visitors; ensures compliance with District regulations and all applicable federal, state and local regulations; may perform quality assurance inspections of the cleanliness of offices, classrooms, gyms, locker rooms, cafeteria, restrooms and other facilities; reports any facilities maintenance conditions and needed repairs to Facilities Maintenance for action.

4. Receives requests for service and works with District administrators, managers and staff and assigned supervisors and staff to coordinate and schedule the timing of major custodial services projects, including office relocations, to cause minimal disturbance and inconvenience to classes, College activities and established cleaning schedules, coordinates work and projects with other Facilities managers and staff.
5. Confers with administration, faculty and staff to coordinate arrangements for special events, both on and off campus; assigns custodial services staff for required set up and tear down of event arrangements.
6. Manages and oversees District-wide insect and pest control programs, procedures and schedules.
7. Develops and monitors assigned custodial services budgets and manages fiscal resources consistent with District policy and sound financial management principles; approves the purchase and inventory management of equipment, materials and supplies required for facilities maintenance and repair operations.
8. Manages and oversees the preparation and maintenance of records, files, logs and reports related to Custodial Services operations, personnel, inventory, work requests, work performed and accident and safety issues.
9. Manages and oversees compliance within the Custodial Services department with the District's Injury and Illness Prevention Program by providing motivation, incentives and discipline; ensures the maintenance of safe working environments through enforcing safe work practices, reporting and investigating accidents, maintaining necessary documentation and requiring employees to receive mandated training.

Marginal Functions:

1. Responds to emergency calls and provides telephone consultation during off-duty hours as required.
2. Participates in/on a variety of committees, workshops, meetings, and/or other related groups to receive and/or convey information.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

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

Experience: Six years of custodial experience, including four years of supervisory experience.

Education/Training: Completion of high school or GED equivalent.

Licenses/Certificates: Possession of an appropriate, valid California Driver's License by time of appointment.

Knowledge of:

1. Leadership and managerial principles and practices, including selection, training, evaluating, and discipline.
2. Standards, methods, practices, materials, tools and equipment used in custodial services functions including the cleaning of offices, classrooms and specialized facilities such as cafeterias, gyms and locker rooms.
3. Federal, state and local laws, codes and regulations related to custodial services and the uses and storage of hazardous chemicals and disinfectants and disposal of hazardous chemicals and infectious waste.
4. Principles and practices of public agency purchasing and contracting applicable to assigned responsibilities.
5. Inventory management principles, practices and methodologies including those applicable to the storage of hazardous chemicals.
6. Pest and rodent control methods, practices and applicable regulatory requirements.
7. Principles, practices, methods and techniques of project management.

8. Procedures, methods, and techniques of budget preparation and maintenance.
9. Modern office procedures, methods, and equipment including computers and applicable software programs relevant to assigned area of responsibility.
10. Computerized data management, storage and retrieval systems relevant to area of responsibility.
11. Principles and practices of report preparation.
12. English usage, spelling, grammar, punctuation.
13. Community college programs, services, operations, and activities.
14. College human resources policies and labor contract provisions.

Skill in:

1. Planning, developing, assigning, managing and coordinating a district-wide custodial services program involving a variety of offices, classrooms and specialized facilities and arrangements for special events.
2. Analyzing complex operational and administrative problems, evaluating alternatives and recommending or implementing effective courses of action.
3. Developing and implementing goals, objectives, policies, procedures, work standards and management controls.
4. Reading, understanding, interpreting, explaining and applying applicable codes, rules, regulations and policies.
5. Managing large-scale custodial maintenance projects to meet time and cost requirements.
6. Preparing clear and concise records, reports, correspondence and other written materials.
7. Managing, supervising, training, and overseeing the work of others.
8. Working collaboratively with administrators, managers and staff to provide effective and efficient delivery of custodial services and arrangements for special events to meet District-wide needs.
9. Utilizing a computer and related software applications.
10. Developing, analyzing, and maintaining a department budget.
11. Communicating clearly and concisely, both orally and in writing.
12. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, physical or mental disability, gender, gender expression, gender identity, medical condition, nationality, race, sex, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
13. Maintaining confidentiality and exercising tact, diplomacy and discretion in dealing with sensitive, complex and confidential issues and situations.
14. Establishing and maintaining effective working relationships with those contacted in the course of work, particularly with military officers and personnel.

WORKING CONDITIONS.

Environmental Conditions:

The incumbent typically works in an indoor/outdoor environment; may be exposed to extreme weather conditions, and hazardous chemicals and disinfectants, dust, and mechanical equipment; interacts with students, faculty, staff, administrators, and the public, occasionally encounters dissatisfied or abusive individuals. The noise level is usually quiet to moderate.

Physical Conditions:

Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or

without accommodation, such as the ability to walk and stand; use hands to repetitively finger, handle and feel computers, peripherals and standard business equipment; possess visual acuity for creating computer generated work and to read printed materials; reach with hands and arms; move or lift up to 50 pounds. The employee must be able to travel between District and external locations.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.