SUPERVISOR, CUSTODIAL SERVICES  
(Supervisory Designation)  
(Range 37)

DEFINITIONS:

Under general direction of the Director of Physical Plant, plan, assign, supervise, evaluate, and personally perform cleaning and maintenance work in college offices, classrooms, and other facilities; and perform other related duties as required.

DISTINGUISHING CHARACTERISTICS:

This position is distinguished by the requirement that the incumbent be responsible for work performance on multiple shifts and for personally performing like work.

ESSENTIAL FUNCTIONS:

- Recommend practices, methods, and standards regarding custodial maintenance programs for the college;
- Assign and evaluate the work of custodial staff;
- Recommend for employment and provide training to department staff;
- Recommend and administer department budget;
- Review and initiate corrective action to complaints concerning custodial maintenance work;
- Maintain inventory control of all custodial supplies and equipment;
- Plan and schedule custodial work including special summer, spring, and winter recesses;
- Report potential safety, sanitary, and fire hazards;
- Instruct custodial staff on proper handling and mixing of chemicals;
- Compile and maintain statistical and other data and write reports;
- Operate electrical panels, master switches, fire extinguishers, and alarms;
- Serve on district standing committees;
- Move and set up furniture and equipment;
- Establish and maintain cooperative working relationships with faculty, staff, students, and others contacted in the performance of duties;
- Conduct safety meetings for staff;
- Oversee completion and filing of MSDS sheets;
- Order equipment and supplies (conferring with outside sales representatives);
- Establish and maintain daily, weekly, and monthly calendars;
- Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities;
- Inspect furniture in offices and departments initiating repairs and cleaning when necessary;
- Inspect equipment for safety;
- Install and/or replace paper product and soap dispensers as needed;
- Perform electrical/mechanical repairs on vacuums, and other equipment;
- Recommend replacement of broken equipment;
- Perform other related work as required.
DESIRABLE QUALIFICATIONS:

Education
- Associate degree preferred;
- Equivalent to graduation from the 12th grade.

Experience
- Two years experience in building custodial work, preferably including one year of experience at Cuesta College;
- Supervisory capacity experience preferred.

Knowledge of:
- Modern cleaning methods, procedures, equipment, and materials;
- Requirements for maintaining District buildings in a clean, sanitary, and orderly condition;
- Inventory control of supplies and equipment;
- Principles of supervision.

Physical Abilities
- See for the purpose of reading laws and codes, rules and policies, and other printed matter;
- Hear and understand speech at normal levels;
- Understand and carry out oral and written directions;
- Speak so that others will be able to understand a normal in-person and telephone conversation;
- Stand, stoop, lift, and carry materials up to 25 pounds, push and pull equipment and other items of up to 100 pounds;
- Ascend and descend ladder;
- Work flexible shift.

Board of Trustees Approval: December 9, 1998
CCCUE Approval: November 30, 1998