

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: CUSTODIAL SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director of Business and Operations, plan, organize, schedule, supervise, inspect and evaluate the performance of day, night, off-campus, weekend custodial staff, substitutes and student workers; direct and participate in the cleaning maintenance of College facilities.

REPRESENTATIVE DUTIES:

Plan, organize, direct and schedule the operations and activities of custodial services functions; train, assign, supervise and evaluate the performance of assigned personnel. *E*

Inspect and supervise the work of day, night, off-campus, weekend and extension campus custodial staff, substitutes and student workers to provide clean, sanitary and health facilities. *E*

Assign regular work schedules to assure the cleanliness and safe conditions of buildings; inspect the cleanliness of the classrooms, offices, gym locker rooms, cafeteria, restrooms and showers. *E*

Assure adequate staffing levels to provide proper custodial coverage; obtain substitutes or adjust workloads as necessary accord to established policies and procedures; drive a District vehicle to San Ysidro site to assure compliance with District Custodial operations. *E*

Prepare 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. *E*

Inspect classrooms and offices for security and safety; determine and report dangerous conditions and needed repairs to maintenance personnel perform minor repair to custodial equipment and facilities; respond to emergency alarms; check working order of alarms. *E*

Confer with administration, faculty and staff users to coordinate set ups and special events both on and off campus; coordinate and participate in the moving of furniture and equipment and to set up for meetings and special events. *E*

Operate District vehicles, electric carts, forklift and equipment related to the custodial department. *E*

Coordinate with Facilities Office the use of both on and off campus facilities; meet with organizations related to the use of the facilities; respond to questions, concerns and problems related to potential facility usage and violations, capacities or other related subjects. *E*

Implement the District recycling program and related activities; purchase, install and maintain containers in appropriate campus locations; schedule the pick-up of recycled material. *E*

Coordinate with safety officer the removal from campus of hazardous or infectious material.

Respond to complaints regarding heating, cooling, electrical, plumbing, water, door locks and audio-visual equipment; perform minor repairs as necessary.

Notify the appropriate maintenance personnel of problems, repairs and status of equipment.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of supervision and training.

District organization, operations, policies and objectives.

Applicable health and safety codes.

Methods of organizing, scheduling and prioritizing work loads.

Proper methods, techniques, material, tools, and equipment used in modern custodial work.

Requirements for maintaining District buildings in a clean, safe and orderly condition.

Proper methods of cleaning and disposing of hazardous material.

Appropriate safety precautions and procedures.

Inventory methods.

Record-keeping techniques.

Hazardous material requirements.

ABILITY TO:

Direct, schedule, inspect and supervise the work performance of day, night, weekend and extension campus custodial staff, substitutes and student workers.

Train, supervise and evaluate personnel.

Prioritize and schedule work.

Estimate and order required custodial supplies and equipment.

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.
Understand and follow oral and written directions.
Maintain records and prepare reports.
Establish and maintain cooperative and effective relationships with others.
Meet schedules and time lines.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years of increasingly responsible custodial experience, including at least one year in a lead or supervisory capacity.

LICENSE AND OTHER REQUIREMENTS:

Valid California driver's license.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment.
Driving a vehicle to conduct work.

PHYSICAL ABILITIES:

Lifting heavy objects.
Bending at the waist to conduct inspections.
Sitting and standing for extended periods of time.
Hearing and speaking to exchange information and provide work direction to others.

HAZARDS:

Exposure to cleaning chemicals and other hazardous materials.