

# CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

## CUSTODIAL SUPERVISOR

*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.*

### **SUMMARY DESCRIPTION**

Under direction, supervise, assign, review, and participate in the work of staff responsible for providing custodial services; ensure appropriate custodial supplies are ordered and received; solve daily operational problems and/or consult with higher level supervisory and management staff on major problems; ensure work quality and adherence to established policies and procedures; and performs the more technical and complex tasks relative to assigned area of responsibility.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional duties not listed, but within classification.*

1. Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for providing custodial services.
2. Establish schedules and methods for providing custodial services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of goals and objectives as well as policies and procedures; make recommendations for changes and improvements to existing standards, policies, and procedures; participate in the implementation of approved policies and procedures; monitor work activities to ensure compliance with established policies and procedures.
4. Participate in the selection of assigned staff; make arrangements for substitute employees as necessary; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
5. Participate in the preparation and administration of the custodial budget; submit budget recommendations; monitor expenditures.
6. Develop and implement programs designed to ensure completion of work within standardized levels of cleanliness, appearance, and safety.
7. Inspect the work of staff in progress and upon completion; provide advice and assistance to staff; ensure custodial procedures are completed in a satisfactory and thorough manner and in compliance with District, departmental and safety policies and procedures.
8. Receive and respond to complaints regarding level of custodial service.
9. Maintain inventories of supplies and equipment; identify resource, material, and equipment needs; order supplies and materials.
10. Clear and reset alarms as necessary.
11. Operate computerized energy management system.
12. Coordinate activities with other staff and departments; coordinate furniture moves, equipment setup, and other physical arrangements; receive and transmit reports of needed maintenance work.
13. Maintain records concerning operations and programs; prepare reports on operations and activities.
14. Perform the full range of custodial duties as required; operate related equipment.
15. Perform related duties as required.

**Chabot-Las Positas Community College District  
Custodial Supervisor (*Continued*)**

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operations, services, and activities of a custodial maintenance program.  
Principles of supervision, training and performance evaluation.  
Custodial practices and techniques.  
Procedures, methods, practices, types and quantities of materials and equipment commonly used in a custodial program.  
Preferred methods and equipment for cleaning and preserving floors, walls and fixtures.  
Scheduling and planning methods for custodial operations and services.  
Care and maintenance of custodial equipment and tools.  
Proper methods for storing equipment, materials, and supplies.  
Occupational hazards and standard safety practices associated with a custodial program.  
Basic mathematical principles.  
Basic principles and practices of budget preparation and administration.  
Principles and procedures of record keeping and reporting.  
Office procedures, methods and equipment including computers and applicable software applications.  
Pertinent federal, state, and local laws, codes, and regulations including health and safety laws, codes, and regulations.

**Ability to:**

Coordinate and direct custodial maintenance programs.  
Supervise, organize, and review the work of custodial staff.  
Participate in selecting, training, and evaluating assigned staff.  
Recommend and implement goals, objectives, policies, and procedures for providing custodial services.  
Understand the organization and operation of the District and of outside agencies as necessary to assume assigned responsibilities.  
Understand, interpret, and apply general and specific administrative and departmental policies and procedures as well as applicable federal, state, and local policies, laws, and regulations.  
Prepare clear and concise reports.  
Participate in the preparation and administration of assigned budgets.  
Analyze problems, identify alternative solutions, project consequences of propose actions and implement recommendations in support of goals.  
Perform the full range of work.  
Use and operate the full range of custodial tools and equipment required for the work in a safe and efficient manner.  
Perform heavy and sustained physical activity.  
Perform basic mathematical calculations.  
Ensure adherence to safe work practices and procedures.  
Estimate time, material, and labor costs for maintenance and repair projects.  
Operate office equipment including computers and supporting software applications.  
Maintain accurate records and prepare clear reports.  
Plan and organize work to meet changing priorities and deadlines.  
Effectively represent the District to outside individuals and agencies to accomplish the goals and objectives of the unit.  
Work cooperatively with other departments and outside agencies.  
Respond tactfully, clearly, concisely, and appropriately to inquiries from the public, District staff, or other agencies on sensitive issues in area of responsibility.

**Chabot-Las Positas Community College District  
Custodial Supervisor (*Continued*)**

Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work.

**Minimum Education & Experience** - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

**Education/Training:**

Formal or informal education or training that ensures the ability to read and write at a level necessary for successful job performance.

**Experience:**

Five years of responsible full-time custodial experience including one year of administrative and/or lead supervisory experience.

**License or Certificate:**

Possession of a valid Class B driver's license.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in both indoor and outdoor environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors and gases; work and/or walk on various types of surfaces including slippery or uneven surfaces. Incumbents may be required to work evenings, nights, and weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to perform moderately strenuous manual labor; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; dexterity of hands and fingers to operate specialized hand and power tools and equipment; to operate assigned equipment; and to verbally communicate to exchange information.

6/18/86; 7/1/01;

Adopted by Board of Trustees on June 21, 2016

Effective: June 22, 2016

Job Family: Supervisory