

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

SENIOR CUSTODIAL SUPERVISOR (CONFIDENTIAL/SUPERVISORY)

*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 general direction, direct, manage, supervise, and coordinate the custodial services, operations, and activities of the Chabot-Las Positas Community College District to assure proper cleaning and maintenance of College classrooms and District facilities; solve daily operational problems and consult with the Director of Maintenance and Operations on major problems; coordinate assigned activities with other divisions, departments, and outside agencies; and provide highly responsible and complex administrative support to the Director of Maintenance and Operations.

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. Assume management responsibility for custodial services, operations, and activities of the Chabot-Las Positas Community College District to assure proper cleaning and maintenance of College classrooms and District facilities.
2. Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
3. Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
4. Plan, direct, coordinate, and review the work plan for custodial staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
5. Select, train, motivate, and evaluate custodial personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
6. Oversee and participate in the development and administration of the division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
7. Conduct site inspections and surveys to check quality and progress of activities, general condition of District facilities, and to gather information for specific requests, problems, conditions, and needs; assure assigned facilities are in a clean, orderly, and secure condition; report dangerous or hazardous conditions to appropriate personnel.
8. Oversee the adherence to all state and federal laws and regulations regarding safety and health; provide leadership to assure that the performance of assigned personnel follows safety standards.
9. Receive, research, and respond to requests for service and information; receive and transmit reports of needed maintenance work.
10. Serve as the liaison for the Custodial Services Division with other divisions, departments, and outside agencies; negotiate and resolve sensitive and controversial issues.
11. Serve as staff on a variety of boards, commissions, and committees; prepare and present staff reports and other necessary correspondence.

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12. Provide responsible staff assistance to the Director of Maintenance and Operations; conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to custodial programs, policies, and procedures as appropriate.
13. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of custodial maintenance; incorporate new developments as appropriate.
14. Respond to and resolve difficult and sensitive citizen inquiries and complaints.
15. Perform general custodial duties as needed; operate related equipment; maintain inventory; order supplies and materials as needed.
16. Perform related duties as required.

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:

Operational characteristics, services, and activities of a custodial program.

Procedures, methods, practices, types, and quantities of materials and equipment commonly used in a custodial program.

Principles and practices of program development and administration.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Preferred methods and equipment for cleaning and preserving floors, walls and fixtures.

Proper methods for storing equipment, materials, and supplies.

Occupational hazards and standard safety practices associated with a custodial program.

Principles and procedures of record keeping and reporting.

Office procedures, methods, and equipment including computers and applicable software applications.

Principles and practices of budget preparation and administration.

Principles of supervision, training, and performance evaluation.

Pertinent federal, state, and local laws, codes and regulations including health and safety laws, codes, and regulations

Ability to:

Oversee and participate in the management of a comprehensive custodial program.

Oversee, direct, and coordinate the work of assigned supervisory and custodial staff.

Select, supervise, train, and evaluate staff.

Participate in the development and administration of division goals, objectives, and procedures.

Prepare and administer large program budgets.

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 administrative and financial reports.

Estimate time, material, and labor costs for maintenance and repair projects.

Ensure adherence to safe work practices and procedures.

Operate office equipment including computers and supporting software applications.

Use and operate the full range of custodial tools and equipment required for the work in a safe and efficient manner.

Analyze problems, identify alternative solutions, project consequences of propose actions, and implement recommendations in support of goals.

Research, analyze, and evaluate new service delivery methods and techniques.

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- 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.
- 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:

Equivalent to the completion of the twelfth grade supplemented by specialized training or college level course work in custodial maintenance or a related field.

Experience:

Six years of increasingly responsible custodial experience including two years of administrative and supervisory responsibility.

License or Certificate:

Possession of an appropriate, valid 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 primarily in a standard office environment with some travel to different sites and locations; some exposure to noise, dust, grease, smoke, fumes, noxious odors and gases; incumbents may be required to work extended hours including evenings and weekends and may be required to travel outside District boundaries to attend meetings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; operate assigned equipment and vehicles; and to verbally communicate to exchange information.

7/1/01

Adopted by Board of Trustees on June 21, 2016

Effective: June 22, 2016

Job Family: Supervisory