

DESERT COMMUNITY COLLEGE DISTRICT

SUPERVISOR, CUSTODIAL SERVICES

BASIC FUNCTION

Under the direction of the Assistant Director, Maintenance and Operations, plan, organize and direct a broad range of custodial services; train, supervise and evaluate the performance of assigned staff.

REPRESENTATIVE DUTIES

1. Plan, inspect and analyze custodial maintenance needs necessary to establish and carry out District established standards for an effective and consistent Custodial Services Program. *E*
2. Develop and direct in-service training programs for custodial personnel; develop techniques and skills to assure District standards for appearance, cleanliness and efficiency. *E*
3. Implement cleaning schedules, routines and work loads; schedule and oversee carpet cleaning; observe and inspect on-the-job performance and evaluate performance. *E*
4. Request and prepare work orders; maintain records and prepare reports. *E*
5. Establish and maintain contact with vendors and District administrators and purchase materials according to established guidelines; requisition materials and equipment as required. *E*
6. Select, train, supervise, and evaluate the performance of assigned staff; recommend transfers, reassignments, discipline terminations, promotions and other personnel actions as appropriate; schedule, organize and supervise custodial crews. *E*
7. Recommend materials, procedures and equipment used in custodial services. *E*
8. Participate in hiring and training custodial personnel; schedule and assign substitutes. *E*
9. Prepare and maintain records and prepare reports. *E*
10. Organize, direct and participate in set-ups for special events. *E*
11. Develop and monitor departmental budget. *E*
12. Meet schedules and timelines, organize multiple projects efficiently and effectively and carry out required project details throughout the year. *E*
13. Seek and participate in professional development activities. *E*
14. Other duties and responsibilities as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of: Methods, materials and equipment used in custodial services; methods of planning, organizing, supervising and inspection of a wide variety of work processes in general custodial care and maintenance; in-service and training programs; health and safety regulations; principles of training and providing work direction; proper methods of storing equipment, materials and supplies; proper lifting techniques.

Ability to: Plan, organize and direct a broad range of custodial services; develop effective in-service programs; supervise the work of custodial personnel; confer with site administrators and supervisor regarding custodial needs, schedules and concerns; estimate and order required custodial supplies and equipment; estimate time and material needs for major custodial projects; analyze situations accurately and adopt an effective course of action; work independently and confidentially with minimal direction; exercise tact and diplomacy in dealing with sensitive or confidential matters; establish and maintain cooperative and effective working relationships with others; maintain records and prepare reports; communicate effectively both orally and in writing to exchange information in person or on the telephone; climb ladders and work from heights; reach overhead, above the shoulders and horizontally; stand and walk for extended periods of time; bend at the waist, kneel or crouch.

EDUCATION AND EXPERIENCE

Any combination equivalent to: graduation from high school and three (3) years of experience in custodial care service.

LICENSES AND OTHER REQUIREMENTS

Valid California driver's license, must have an acceptable driving record and current vehicle insurance meeting State of California requirements.

WORKING CONDITIONS

Environment: Indoor and outdoor work environment. Be available on-call to respond to emergency situations. Driving a vehicle to conduct work as necessary. Requires some evening and weekend responsibility.

EMPLOYMENT STATUS

Classified Supervisor

E: Essential functions of the job.

Approved 8/2005; Updated 10/06
Leadership V